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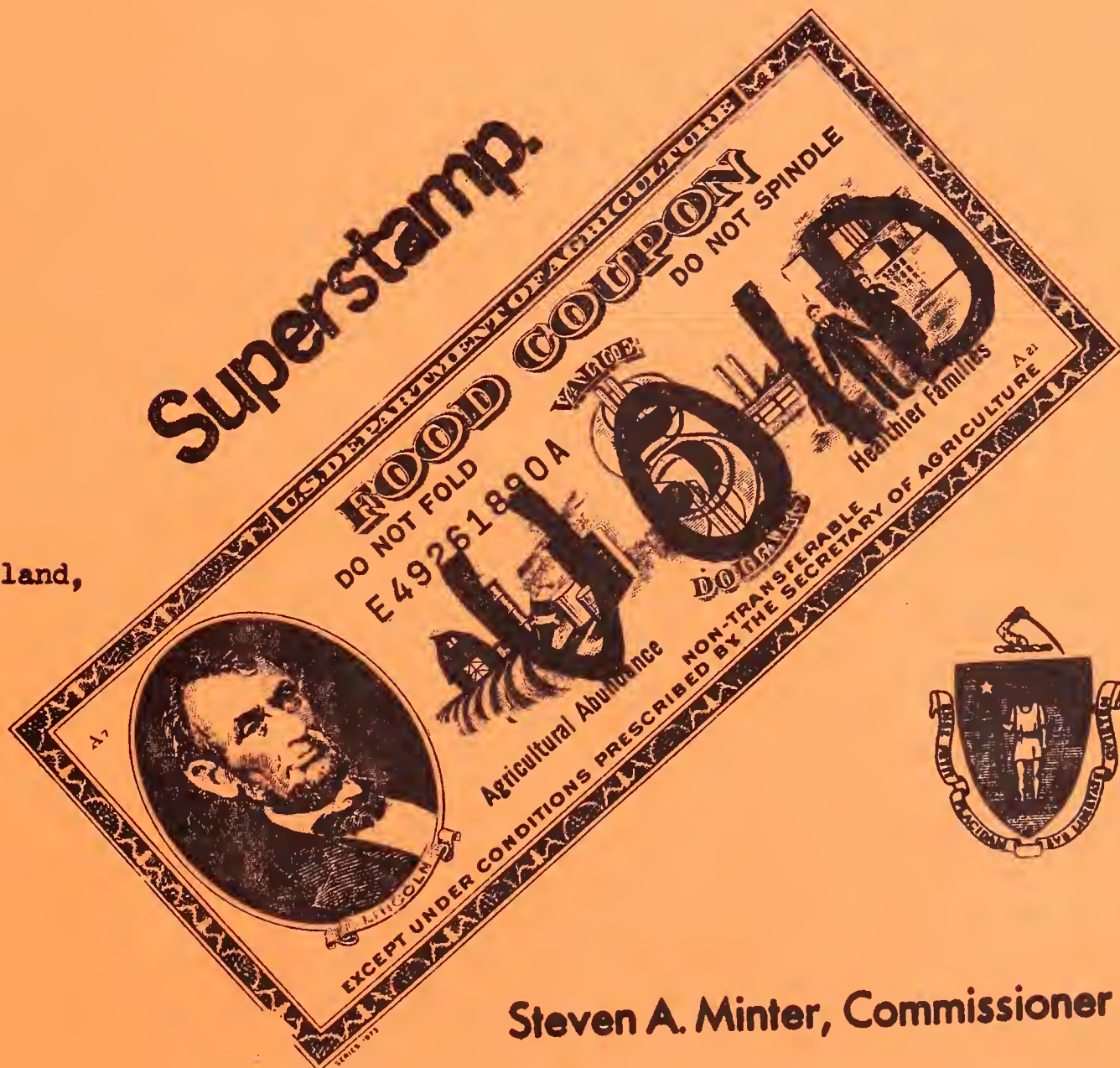
Commonwealth of Massachusetts Department of Public Welfare

Food Stamp Program

CERTIFICATION Handbook

8-24-74 1-6

Superstamp.



Public Document No. 8127
Approved by Alfred C. Holland,
State Purchasing Agent
Oct. 1974

Steven A. Minter, Commissioner

INTRODUCTION

This document is a reprint (verbatim) of U. S. Department of Agriculture (USDA) - Food and Nutrition Service (FNS) Publication No. 732-1, "The Food Stamp Certification Handbook", dated August 5, 1974.

The U. S. Department of Agriculture eligibility standards are fixed and binding on the Commonwealth. The state has no alternatives or ranges of options to exercise in determining policy on eligibility. For this primary reason and for overall efficiency, the Massachusetts Department of Public Welfare is adopting the federal handbook as its own. Only the cover and this introductory page differ.

USDA does provide some alternatives to the states in procedural matters. For example, a state can elaborate on the "prudent person" concept as it pertains to verifications beyond the federally-required minimum of verifying income and mandatory deductions.

The Mass. Department of Public Welfare does plan to exercise such an option by means of a standardized written policy on verifications. During the interim prior to publication, the Department's policy will be as stated in this federal manual, which requires only the mandatory verifications except in situations (each described separately in the manual) where, in the individual judgement of the certifying worker, there is cause to go further. The Department's written policy, when issued, will narrow the sphere open to individual judgement, by standardizing some verifications and by illustrating good cause to find information "questionable".

The abbreviation "EW" as used in this manual means Eligibility Worker, that is, the Department employee certifying eligibility. The term "State Agency" means the Massachusetts Department of Public Welfare.

Comments on this handbook are welcome, addressed to: Massachusetts Department of Public Welfare, Office of Assistance Payments, Food Stamp Unit, 600 Washington Street, Boston, MA 02111.

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2000 GENERAL PROVISIONS**2010 PURPOSE**

The purpose of the Food Stamp Program is to raise the nutritional level among low-income households whose limited food purchasing power contributes to hunger and malnutrition among members of such households. The process of determining the need for and the level of assistance is the certification procedure. The purpose of this handbook is to provide the State agency with guidelines for certification procedures.

2011 PRUDENT PERSON CONCEPT

The policies and procedures throughout this handbook are intended to be a guide for food stamp certification and are broadly written within the limits imposed by the Food Stamp Act and Regulations. The policies contained in this handbook are intended to be sufficiently flexible to allow the eligibility worker (EW) to exercise reasonable judgment in executing his responsibilities. It is impossible to write a procedure that will cover every possible contingency that specific cases may present to the EW.

In this regard, the concept of the "prudent person" can be helpful to the EW. The term refers to the reasonableness of the judgments made by an individual in a given situation. In a court case, a person charged with negligence will try to show that his actions were the actions that any reasonable person would take in the same circumstances.

In making a certification decision, the EW should ask himself if his judgment is reasonable, based on his experience and knowledge of the program. For example, if the client's shelter expenses as he states them are out of line with rentals charged in the community, the EW must ask for an explanation. Similarly, it is the EW's responsibility to exercise reasonable judgment in determining if a given number of individuals who apply for food stamps as a single household do in fact fit the Food Stamp Program's concept of an economic unit.

If the EW encounters a problem in a specific case that he feels may necessitate a change in policy or the creation of a new policy, he should refer the matter to his supervisors. The problem might then be referred by the local office to the State agency and it might finally be referred to FNS for disposition. However, if the problem has application to only a specific case

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or to a limited number of cases and is generally covered by existing policy guidelines, the EW should make a judgment that he can defend as reasonable and prudent.

2020 PROMPT ACTION

The State welfare agency is responsible for the certification of applicant households. The term State agency will mean both the State welfare agency and its local counterpart agencies. The State agency must provide an application for participation in the Food Stamp Program to any person upon request, and must accept an identifiable application when submitted. An identifiable application is an application or affidavit containing a legible name and address that has been signed. The State agency must either approve or deny applications for participation within 30 days from the receipt of an identifiable application. The person making application is responsible for cooperating with the State agency in providing the information necessary for the State agency to make this determination.

2021 PERSONNEL REQUIREMENTS

The State agency will provide the qualified employees necessary to assure that prompt action is taken on all applications and affidavits. The State agency employees used to certify households for participation in the Food Stamp Program shall meet the personnel standards used by the State agency in the certification of applicants for benefits under the federally-aided public assistance programs. Only such qualified State agency employees shall conduct the interview of applicant households required by 2120 and determine the household's eligibility or ineligibility and the level of assistance. In addition, only authorized employees of the State agency or a State issuing agency shall have access to food coupons, authorization to purchase (ATP) cards or other issuance documents.

2022 VOLUNTEERS

Volunteers or other persons not employed by the State agency may be used in certification related activities, but shall not be permitted to conduct the interview required by 2120 or certify as eligible applicant households. The activities in which volunteers and such other persons may be used include outreach activities such as locating potential participants, assisting in program promotion, teaching nutrition education, and providing transportation to the certification or issuance offices. In addition, they may assist households who so desire in completing the application and other forms and in securing the needed verification of information reported on the application. In

certain situations volunteers may act as an authorized representative for households which are unable to personally come to the certification office.

2023 PERSONNEL AND FACILITIES OF PARTIES TO A STRIKE

The State agency may not use, in any certification related activity, persons or organizations who are parties to a strike or lockout. Such persons shall not be permitted to certify applicant households, to interview households, or to secure verification required of such households. These individuals may, however, be used as a source of verification for information provided by applicant households if they would, under normal circumstances, be in the best position to confirm a household's circumstances. The facilities of persons or organizations who are parties to a strike or lockout may not be used in the certification process or as a site for the interview required by 2120.

2030 RECORDS AND REPORTS

The State agency shall keep such records and submit such reports and other information as may from time to time be required by FNS. Certification records will be available for review or audit by FNS or the Department for a period of 3 years from the month of origin of each such record. Certification records shall include applications for certification or subsequent certification, including required FNS or State agency forms; worksheets used in the computation of income for eligibility and the basis of issuance; documentation including verification techniques employed by the caseworker; copies of forms sent to the issuance unit authorizing or changing participation or basis of issuance; copies of notices of adverse action and other notices sent to the client and responses thereto; actions related to the fair hearing process; fiscal adjustments including claims, refunds, and credits for lost benefits; and any other data which affects a household's eligibility or basis of issuance, such as Form FNS-286, Certification of Household Transfer.

2040 NONDISCRIMINATION

It is the policy of FNS that program benefits shall be extended to all eligible households without regard to race, color, religious creed, national origin, or political beliefs.

To further this policy, State agencies shall initiate programs to inform the public that the Food Stamp Program is administered

without discrimination. The State agency's Public Notification Plan shall consist of the following elements:

2040.1 Minority Group Contacts

The State agency is responsible for assuring that local certifying agencies advise local minority group organizations, in writing, that the Food Stamp Program is available to all eligible households without regard to race, color, religious creed, national origin, or political beliefs. Local agencies should contact minority group organizations once every Federal fiscal year. If there are no minority group organizations in the project area, the local agency should contact prominent minority leaders, ministers, teachers, and other community spokesmen in the project area.

2040.2 Nondiscrimination Poster

The State agency shall assure that the poster "...And Justice for All" is prominently displayed in all local food stamp certification and issuance offices. If this poster is not currently being displayed, the State agency should order additional copies from the appropriate Regional Office and display the poster immediately.

2040.3 Nondiscrimination Statement

Applicants for program participation shall be advised that their application will be processed without discrimination. This can be accomplished in the statement on the application form that the applicant has been advised of his rights. The statement should include a sentence reading: "Standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, religious creed, national origin, or political beliefs."

In addition all State agency publications informing the public of program benefits should include the same statement: "Standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, religious creed, national origin, or political beliefs." State agencies may exhaust present supplies of forms and publications; however, any new issues shall include the nondiscrimination statement.

2040.4 Records

The State agency shall issue written instructions to insure that local agencies maintain all file copies of correspondence concerning public notification of nondiscrimination. These documents

shall be made available for inspection during compliance reviews and audits of the Food Stamp Program.

2041 DISCLOSURE OF INFORMATION

In accordance with Section 10(e)(3) of the Food Stamp Act, the State agency shall restrict the use or disclosure of information obtained from applicant households to persons directly connected with the administration and enforcement of the Food Stamp Program. Names and addresses of participating households may be made available to persons directly connected with nutrition education and outreach efforts. The State agency may cooperate in furnishing needed information to the Federal Bureau of Investigation or other law enforcement agencies if the investigation concerns a household fraudulently obtaining coupons or otherwise violating the Food Stamp Act or Regulations.

2042 AVAILABILITY OF PUBLIC INFORMATION

Regulations, Plans of Operations, Federal procedures, and State agency certification manuals and supplemental instructions issued for use in certifying households shall be maintained in the State office and at least one local office of the State agency in each project area for examination by members of the public on regular workdays during regular office hours. Copies of audits or investigations conducted by the Department which are for official use only shall not be made available for public examination.

2050 RECIPIENT CLAIMS

The State agency will handle cases where a participating household received an overissuance of free coupons in accordance with FNS(FS) Instruction 736-1, Recipient Claim Instructions for State Agencies. Any intentional misrepresentation on the part of the household may subject the household to prosecution in accordance with 270.4(d) of the Regulations.

2051 REFUNDS FOR OVERCHARGES

The State agency will handle cases in which a household has been overcharged for its coupon allotment because of an administrative error on the part of the State agency personnel in accordance with FNS(FS) Instruction 736-2, Refunds to Households Which Have Been Overcharged for Their Food Coupon Allotment.

2052 CREDITS FOR LOST BENEFITS

The State agency will handle cases of households which have had their food coupon allotment wrongfully denied, delayed, or terminated by providing credit for lost benefits in accordance with applicable Food Stamp Regulations and procedures.

2060 QUALITY CONTROL

The State agency will establish and maintain a quality control system in accordance with FNS(FS) Instruction 732-2, Quality Control of Eligibility and Coupon Basis of Issuance Determination. Quality control is an administrative system for documenting the extent of and reasons for errors in the eligibility and basis of issuance of participating households. Based on this documentation, action must be taken to reduce the incidence of these errors below preestablished tolerance limits.

2070 DISASTER CERTIFICATION

When authorized by FNS, the State agency may certify households affected by a natural disaster in accordance with FNS(FS) Instruction 732-3, Emergency Food Stamp Assistance in Disasters, or households affected by a mechanical disaster in accordance with appropriate Food Stamp Regulations and procedures. When FNS does not authorize a disaster declaration, households shall be certified in accordance with procedures detailed in this handbook. Such households may be eligible for an unusual expense deduction as prescribed in 2264.7.

2100 APPLICATION PROCESSING

All applications shall be submitted on behalf of a household.

2101 HOUSEHOLD CONCEPT

A household is defined as any one of the following:

- (1) A group of individuals who are living as one economic unit sharing common cooking facilities.
- (2) An individual living alone who purchases and prepares food for home consumption.
- (3) An individual who purchases and prepares food for home consumption residing with any other person or persons who is not a member of an economic unit.
- (4) An elderly person (i.e., an individual age 60 or older) who lives alone or only with spouse and who need not have cooking facilities if he participates in a delivered meals program or a communal dining program.
- (5) A narcotics addict or alcoholic who is a resident of a drug addiction or alcoholic treatment and rehabilitation program and who receives meals through such program.

2102 Nonhousehold Members

The following individuals residing with a household will not be considered household members for determining the household's eligibility or basis of issuance.

2102.1 Roomer

An individual to whom a household furnishes lodging, but not meals, for compensation.

2102.2 Boarder

An individual to whom a household furnishes meals, or lodging and meals, for payment at a monthly rate at least equal to the coupon allotment for a one-person household.

- (1) An individual furnished both meals and lodging by the household, but contributing less than a one-person coupon allotment, will be considered a part of the household. By failing to meet the basic payment, the individual's basic needs are being provided by the household and he will therefore be treated as any other household member.
- (2) An individual furnished only meals but not residing with the household and contributing less than a one-person coupon allotment will not be considered a member of that household and only his actual payment to the household will be included as household income (See 2262.13).

2102.3 Attendant or Housekeeper

An individual necessary for medical or child care reasons who is not a part of the household economic unit.

2102.4 Ineligible Alien

An individual who does not meet the citizenship or permanent alien status as defined in 2205. However, the income and resources of such individual, if he is not otherwise excluded from the household as a roomer, boarder, or attendant, will be considered available to the household for the purpose of determining eligibility and basis of issuance for the remaining household members (See 2331).

2102.5 SSI Recipients in "Cash-Out" States

Recipients of Supplemental Security Income (SSI) who reside in a State designated by the Department of Health, Education and Welfare (DHEW) to have specifically included the food stamp bonus in its State supplemental payment (See 2323).

2102.6 Others

Other individuals who are not a part of the household's economic unit and do not normally purchase food with the household.

2103 Economic Unit

An economic unit is a group of individuals for whom food is customarily purchased and stored in common for use by all

members of the group and for whom common living costs (such as, but not limited to, shelter costs) are customarily being met from the income and/or resources available to any individual within the group.

It is possible for more than one household to share common living quarters and even common shelter costs. In such situations, it is the responsibility of each person or group of persons to establish that they are in fact separate economic units and may apply as separate households.

2104 Head of Household

The head of household is the person in whose name application is made for participation in the program. Such individual must be a household member except that, if the only adult member of an economic unit is an ineligible alien or an SSI recipient in a cash-out State, such individual may make application on behalf of the household of minors as the head of household.

2106 Retail Store Owners and Managers

Owners and managers of stores authorized by FNS to accept food coupons are not eligible to participate as members of eligible households. Should a group containing such a member apply as a household, they should be advised they may be certified for food stamps provided the member forfeits his FNS retailer authorization. However, the manager of a cooperative buying club (i.e., an organization of low-income families who pool their buying power to obtain food at lower prices) may participate as part of an eligible household as well as the manager of an authorized retail store.

2110 APPLICATION PROCESS

Households wishing to participate in the program must make this desire known and provide the State agency with enough information regarding household income and circumstances to make a determination of eligibility. Failure by the household to cooperate with the State agency in providing the information necessary for an eligibility determination can result in denial of the application. The application process consists of an application for participation made by or in the name of the household head, an interview, and required verification and documentation. For purposes of applying for program benefits, households fall into two categories--public assistance (PA)

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households and nonassistance (NA) households. SSI households, although eligible for food stamps without regard to their income or resources as are PA households (See 2200), are treated as NA households for all other aspects of the program, including application processing.

2110.1 PA Households

The following households will be classified as PA households for food stamp purposes:

- (1) Households in which all members are receiving directly or on their behalf a federally aided public assistance grant such as Aid to Families with Dependent Children (AFDC) or Old Age Assistance (OAA), Aid to the Blind (AB), and Aid to the Partially or Totally Disabled (APTD) where still applicable.
- (2) Households in which all members are receiving directly or on their behalf a general assistance (GA) grant from a State or local public assistance program which has been determined by FNS to meet the criteria for inclusion as PA households. (The presence in any household of an individual receiving a grant from a GA program which has not received FNS approval shall result in the classification of the household as a NA household).
- (3) Households in which all members are receiving either a federally aided PA grant or a GA grant as defined above.
- (4) Households in which all members are PA or GA recipients, as defined above, and SSI recipients.

The classification of a PA household will not be affected by the presence of a legally assigned foster child.

2110.2 SSI Households

An SSI household shall be only those in which all members are SSI recipients, or SSI recipients and an essential person as determined in 2323.

2110.3 NA Households

All other households shall be classified as NA households.

2115 PA APPLICATION PROCESS

PA households who apply for food stamp benefits are certified on the basis of an affidavit and information contained in the PA case file. Households which are currently recipients of public assistance may mail in the affidavit. There should be no need for the PA recipient to make a special visit to the office to execute the affidavit. A new affidavit will be executed at each subsequent certification. (See 2311 for PA certification periods.)

2116 PA Affidavit

The application form for a PA household is an affidavit which provides the PA household with a legal request for certification, and requests certain information which might not be available in the case file. The use of the affidavit will not necessitate a separate application process for PA households as most of the information necessary for certification is known through the PA case file. In most instances the affidavit will be an integral part of the application for public assistance and should be executed at the same time the application for public assistance is completed.

2116.1 Affidavit Form

When information needed to establish household eligibility and basis of coupon issuance is not available in the application for public assistance, a separate food stamp affidavit must be provided to obtain the necessary information. If the application for public assistance does not include the following information, it must appear on the affidavit:

- (1) The applicant's desire to participate in the program.
- (2) Residence in the project area.
- (3) The availability of cooking facilities.
- (4) The availability of household members for employment. Household members registered in the Work Incentive Program (WIN) will be considered to have met the food stamp work registration requirement.

- (5) Income, exclusions, and deductions, including the value of housing provided by an employer in lieu of or supplemental to household income.
- (6) Public assistance withholding (PAW) option, when it becomes available.
- (7) Delivered meals and communal dining option.
- (8) Penalties, civil and criminal, for fraudulent acquisition and use of food coupons. Requirement to report within 10 days changes in income or deductions of \$25 or more.
- (9) Right to a fair hearing.
- (10) Nondiscrimination assurance.
- (11) Signature of the head of the household, the spouse, or the authorized representative.

The affidavit form must be approved by FNS prior to use.

2117 PA Interviews

The interview of PA households shall be satisfied by the interview conducted in connection with their certification for public assistance.

2118 PA Verification and Documentation

The PA case file will serve as verification and documentation. If, however, the EW has any reason to question information in the file or provided in the affidavit, he should verify all such information prior to certification for food stamp benefits.

2120 NA APPLICATION PROCESS

To be certified for food stamp eligibility, an NA or SSI household must complete an application and cooperate in providing all information necessary for an eligibility determination. In addition, each application must be followed by an interview. Applications by NA or SSI households are also subject to verification of facts stated by the applicant and documentation which consists of a written record in the case file of the method used to verify information received from the applicant.

2121 NA Application

Applications for participation by NA and SSI households may be completed by the applicant or anyone he chooses. The application must be signed by either the head of the household, the spouse, or the household's authorized representative. The application may be completed in the certification office or may be submitted by mail. Although the application form is designed to be client-oriented, the EW should assist the applicant in completing the form if requested to do so. All applicants must be provided an application form at the time they request to participate in the Food Stamp Program.

2121.1 NA Application Form

The application must contain all information necessary to determine a household's eligibility and basis of issuance. FNS requires that the application form be client-oriented--that is, easily read, adequate spacing for furnishing necessary and complete information, and a clear statement of the applicant's understanding of his rights and responsibilities, including penalties, which is to be signed by the head of the household or his representative. Included in the responsibilities shall be the requirement to cooperate with quality control personnel, if chosen for a review. If the questions are not self-explanatory, clear instructions regarding execution of the form must be provided either on the form itself or as a separate piece of material to be made available with the application form. The instructions must be approved by FNS concurrently with the State agency's proposed application form. Other considerations include space for performing necessary administrative actions on the information submitted, such as changes resulting from the interview or verification or similar notations, and retrievability of information. The format of the application also serves as a useful tool in directing the course of the interview.

See the following pages for a format of an NA application and worksheet. The purpose of the suggested worksheet is to provide the eligibility worker with an effective tool for assuring the correctness of computation. It is not a checklist. If additional sheets are used for computations, besides the worksheet, those additional sheets are to be preserved and filed in the case record. The worksheet must be executed, although not necessarily completed, since it reflects the disposition of the application and the documented reason for the determination of eligibility or ineligibility. We have not provided a format for self-employment income which the State agency may incorporate into the application or provide a separate form.

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[illegible]

8 Does any member live in the home to provide nursing care, house-keeping services, or care for children so that you or other members of the household can work? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," give this persons name _____	10 Do you have a place to prepare cooked meals where you live? <input type="checkbox"/> Yes <input type="checkbox"/> No
9 C Do any other persons live in the home? If so, give names and status—for example, do they share the home or rent? Do they live as a separate household unit? Explain fully. _____ _____	11A Are you or your spouse unable to prepare meals because of health problems? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," do you receive meals from either: A. Meals on wheels program? <input type="checkbox"/> Yes <input type="checkbox"/> No B. A communal dining facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
	11B Are you, or any member of the household, a member of a drug addict or alcoholic rehabilitation treatment center? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," give the name _____ Do you participate on a <input type="checkbox"/> resident or <input type="checkbox"/> non-resident basis?

12. SCHOOL OR TRAINING PROGRAM. Give the following information for persons listed under item 8 as students (B).

NAME OF HOUSEHOLD MEMBER (Last, First, Middle)	Name of School or Training Program	Number of hours attending each week
	USE	

13A. RESOURCES Resources include cash on hand, money in checking or savings accounts, (including credit unions) stocks, bonds and other items which can be easily changed into cash, as well as real property, buildings, and personal property (such as campers, snowmobiles, boats, motors, etc.). Do not include your home, personal items (clothing, books, etc.) household goods, or one licensed automobile.
If none, write "NONE."

NAME of person who owns the resource. (Last, First, Middle)	TYPE OF RESOURCE	Value	Amount you owe on resource
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

13B. MONEY-MAKING RESOURCES. List all resources used to produce income such as rented property, real estate or personal property, etc.
If none, write "NONE."

NAME of person who owns the resource. (Last, First, Middle)	TYPE OF RESOURCE	Value	Amount you owe on resource	Monthly Income
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

14. **INCOME** (List all income from all sources). Income includes, but is not limited to: public or general assistance (welfare) payments; supplemental security income; social security or railroad retirement benefits; vacation pay; unemployment compensation; strike benefits; cash gifts, awards and prizes; scholarships and educational loans, dividends and interest; earnings from employment or training, including free housing provided by your employer; foster care payments; annuities and pension; and alimony. If none write "NONE."

NAME (Last, First, Middle)	Age	SOURCE OF INCOME (Name of agency, firm, employer)	Gross Amount	How often				Deductions (from earned income)		
				weekly	every 2 weeks	twice monthly	monthly	Taxes List Separately 1: Federal 2: State 3: City	Social Security	Other (Union Dues, Retirement, etc.)
			\$					1		
			\$					2	\$	\$
			\$					3		
			\$					1		
			\$					2	\$	\$
			\$					3		
			\$					1		
			\$					2	\$	\$
			\$					3		

NOTE: Wage stubs or other documents which can be used to verify the amount of income from employment and mandatory deductions or income from other source, must be attached or made available upon request.

If any member of the household has income from self-employment or farm operations, a supplemental form must be filed. The food stamp office will, upon request, provide you with a form to be used to report this income.

15. EXPENSES

Give the following information about your household expenses.

These expenses are only those that you actually pay. Expenses paid by another person or source are to be included.

IMPORTANT: This will enable us to give full credit for all allowable expenses

HOW OFTEN EXPENSES ARE PAID

AMOUNT	weekly	every 2 weeks	twice monthly	monthly	Number of months to be paid (if less than 12)
A. SHELTER					
1. Rent or mortgage payment on home					
2. Utilities (if not included in rent)					
(a) Heating and cooking fuel					
(b) Electricity					
(c) Telephone (basic charge for one)					
(d) Water					
(e) Sewage disposal fees					
3. Taxes and assessments - (Yearly payments)					
(a) Real estate taxes on home					
(b) Special assessments (if required by law)					
B. MEDICAL					
1. Physician and dental services					
2. Hospital or nursing care					
3. Health insurance and medicine					
4. Prescription drugs					
5. Other (specify)					
C. UNUSUAL					
1. Replacement or repair of property damaged or lost through vandalism, fire, theft, flood, storm, etc. Explain:					
2. Funeral expenses paid by a member of the household Explain:					
D. OTHER					
1. Payments for the care of a child or another person when necessary for a household member to work outside of the home					
2. Tuition and mandatory fees for education (Do not include cost of books or materials)					
(a) When paid?					
(b) For whom paid?					
(c) To whom paid?					
(d) Period covered by payments:					
From _____ To _____					

E. Does someone who is not a member of the household pay for any of these or other expenses? If yes, give the following information:		Yes	No
NAME OF PERSON (Last, First, Middle)	TYPE OF EXPENSE	AMOUNT PAID	
		\$	
		\$	
		\$	

16. Do you expect any change in your household circumstances--income, resources, living arrangement or other circumstance addressed above--in the near future? Yes No
If "Yes," explain in detail

17. **CERTIFICATION**

I certify that this application has been examined by me (or read to me) and that the information given is true and correct to the best of my knowledge and belief. I agree to provide the county food stamp office information necessary to verify any statements given in this application and hereby give permission to obtain such verification. I will also cooperate fully with state and federal personnel in a quality control review.

I agree to inform the county food stamp office promptly (within 10 days) of changes in income and/or deductions of more than \$25.00 per month, resources, living arrangements or other information which I have given since such changes may affect eligibility to purchase food coupons or the amount to be paid for them.

I understand that when I plan to move to another county participating in the food stamp program, it may be possible for me to purchase food coupons in the other county without making application immediately, PROVIDED that I report the move to the food stamp office in the county from which I am moving.

NONDISCRIMINATION: This application will be considered without regard to race, color, religious creed, national origin, or political beliefs.

I understand that I have a right to a hearing if I am not satisfied with the action taken on my application by the food stamp office.

BEFORE YOU SIGN YOUR NAME GO BACK AND CHECK TO SEE THAT EACH ITEM THAT APPLIES TO YOUR HOUSEHOLD HAS BEEN ANSWERED ACCURATELY

PENALTIES FOR FRAUD: The state and federal law provides penalties including a fine, imprisonment or both for persons found guilty of obtaining food stamps for which they are not eligible by making false statements; or

FAILING TO REPORT PROMPTLY any changes in their circumstances. If evidence indicates that such individuals have willfully violated the law, they will be referred to the proper law enforcement authority for investigation and possible prosecution.

ANYONE WHO AIDS another person to obtain food stamps fraudulently is subject to the same penalties.

SIGNATURE (Head of Household or Spouse)		DATE
SIGNATURE (Authorized Representative)		DATE
If Signed by "X"	1. Signature of Witness	DATE
	2. Signature of Witness	DATE
SIGNATURE OF PERSON (If any, helping to complete form)		DATE
ADDRESS		DATE

If you would like to have someone else purchase your coupons for you, give his name and address

FOOD STAMP APPLICATION WORKSHEET				
Case Name	Case Number	Address	Number in Household	Type of Household <input type="checkbox"/> PA <input type="checkbox"/> NA
I. RESOURCES 1. Liquid Resources: \$ _____ 2. Non-Liquid Resources: \$ _____ <i>(Do not list excludable resources)</i> 3. Total Resources for FS: \$ _____			4. Allowable Resources for Household Size and Composition <i>(consider age of members)</i> : \$ _____ 5. Eligible based on resources? <input type="checkbox"/> Yes <input type="checkbox"/> No	
II. INCOME A. Monthly Earned Income from Employment 1. Gross Salaries, Wages, Training Allowance: \$ _____ <i>(Monthly. Do not include earnings of child attending school, or other excludable income.)</i> 2. Less 10 percent of Line 1: - \$ _____ <i>(Not to exceed \$30 per month)</i> 3. Total earned income (Line 1 minus Line 2): \$ _____ 4. Less Mandatory Deductions: - \$ _____ 5. Adjusted Earned Income: = \$ _____ B. Other Monthly Income 1. Boarder Payments: \$ _____ 2. Less Coupon Allowance <i>(Monthly one-person allotment.)</i> - \$ _____ 3. Total Boarder Income (Line 1 - 2) = \$ _____ 4. Roomer Payments: + \$ _____ 5. Self-employment Income <i>(Monthly as prorated.) Includes Form.</i> + \$ _____ 6. Student Loans, Grants, Scholarships <i>(Prorated Monthly)</i> + \$ _____ 7. PA Grant, Social Security, SSI, Railroad Retirement, Pension + \$ _____ 8. Other Income: + \$ _____ 9. Total Other Income: = \$ _____			VERIFICATION <div style="font-size: 4em; transform: rotate(-15deg); opacity: 0.5;">USE</div>	
C. Total Food Stamp Income (Line A5 plus Line B9): \$ _____ D. Deductions from Income 1. Live-in Attendant <i>(child care or medical)</i> \$ _____ 2. Plus Coupon Allowance <i>(Monthly one-person allotment):</i> \$ _____ 3. Medical <i>(only if over \$10 per month)</i> \$ _____ 4. Child care: + \$ _____ 5. Mandatory Education Expenses + \$ _____ 6. Support or Alimony + \$ _____ 7. Unusual Expenses <i>(requires supervisory approval below)</i> + \$ _____ 8. Total Deductions Other Than Shelter = \$ _____				
E. Shelter Adjustment 1. Food Stamp Income before Shelter Adjustment <i>(from Line C)</i> \$ _____ 2. Deductions <i>(from Line D8)</i> \$ _____ 3. Net Food Stamp Income - \$ _____ 4. Total Shelter Cost <i>(include utilities, etc.)</i> \$ _____ 5. Less shelter standard <i>(use table of 30% of Line E3)</i> \$ _____ 6. Shelter Deduction, if any \$ _____ 7. Net Food Stamp Income <i>(from Line E3)</i> \$ _____ 8. Less Shelter Adjustment <i>(from Line E6)</i> - \$ _____ 9. ADJUSTED NET FOOD STAMP INCOME = \$ _____				

III. ELIGIBILITY DETERMINATION

A. Allowable Income for Household Size

\$

B. Adjusted Net Food Stamp Income
(from Line II E9)

\$

C. Eligible for food stamps on the basis of resources and income?

☐ Yes ☐ NoD. Frequency of issuance ☐ Monthly ☐ SemimonthlyE. PAW option ☐ Yes ☒ No

Purchase Requirement _____ Total Coupons _____

Certification period: From _____ to _____

CERTIFIED BY:

Signature _____

Date: _____

APPROVAL FOR UNUSUAL EXPENSES BY:

Supervisor _____

Date _____

NOT IN USE

2122

NA Interview

It is necessary to interview all NA and SSI applicants including those whose applications are submitted by mail. Only qualified EW (See 2021) shall interview the applicant who may be the head of the household, the spouse, or the household's authorized representative. Applicants who are unable to come into the office for a face-to-face interview may be interviewed in a home visit or by telephone. When it is necessary to interview the applicant by telephone, the justification for such action must be fully documented in the case file. Inconvenience to the applicant is not considered sufficient justification. No household shall be interviewed by telephone for any two successive certifications without a face-to-face interview in the office or at home.

The purpose of the interview is to establish, to the satisfaction of the EW, that the actual facts of the case are consistent with the statements on the application concerning household income and circumstances and to establish, subject to subsequent verification, whether or not the household is eligible for food stamp assistance. The only successful method of making such a determination is the use of investigative interview techniques to conduct a thorough and searching inquiry into household circumstances. Merely reviewing the application for completeness is no substitute for the investigative interview.

The State agency must impress upon EWs that the interview is an official and confidential discussion of household circumstances with the applicant. The applicant should be made to feel at ease during the interview and in all instances the household's right to privacy must be respected. The scope of the interview may not extend beyond the examination of household circumstances which directly relate to the determination of household eligibility and basis of issuance.

During the interview, the EW should be sure that the applicant understands his obligations as a recipient and has a basic understanding of program procedures and aims. The applicant must be advised of his right to appeal the EW's determination if he is not satisfied with the results (See 2500 for Fair Hearings). In addition, the applicant must be advised that eligibility will be determined without discrimination.

2122.1 Interview Management

State agencies are required to assure that all applicants are promptly interviewed in order to take action on the application within the 30-day period. The State agency should provide adequate staffing and efficient practices to avoid long waits for interviews or rigid appointment systems which are not structured to accommodate households whose need for food assistance is obvious and immediate. In addition, adequate supervision at both the State and local level shall be provided to assure proper certification procedures and prudent management controls are being followed. Facilities should be of an adequate size and layout to assure the privacy necessary to preserve the confidentiality of the interview and also to allow workers to conduct the interview and perform other office duties without undue distraction.

2123 NA Verification and Documentation

Prior to determining eligibility for applicant households, sufficient information concerning the applicant's situation must be obtained in order for the EW to make an informed judgment as to the household's eligibility. Verification and documentation are tools for making this judgment and recording the decision-making process in the case file.

2123.1 Verification

Verification means that information has been secured which will establish the accuracy, or lack thereof, of information provided by the applicant. Gross nonexempt income and mandatory deductions are the minimum verification required at the initial certification and at subsequent certifications when the amount of this income has changed by more than \$25 or the source has changed. This does not preclude verification of other items necessary to determine eligibility particularly when information provided by the applicant is unclear, incomplete, or inconsistent. The State agency should provide EWs with guidelines to determine when additional verification is required.

Sources of verification include documentary evidence, collateral contacts, or home visits. Applicants are primarily responsible for furnishing documents sufficient for verification, or at least information from which the verification may be made by the EW. A refusal to cooperate in furnishing income information or information necessary for verification must necessarily result

in a denial of benefits since no basis is provided from which eligibility for program participation or basis of coupon issuance may be determined.

While the applicant household does have primary responsibility for providing verification, the EW is expected to aid the applicant. Collateral contacts by means of telephone calls, letters, or personal visits may suffice in some instances. In other cases, the applicant should be informed that certain documents will be necessary and provided a reasonable opportunity to comply with such requests. In cases of extreme emergency, especially when the employer refuses to provide documentation or information concerning income, the household should not be denied solely on that basis, but the EW shall, in consultation with the applicant or other sources, arrive at a figure to be used for certification purposes.

2123.2 Documentation

Case files must contain documentation to support the determination to grant or deny program benefits. Documentation means that a written statement regarding the type of verification and a summary of the information obtained has been entered in the case file. Such statement must be in sufficient detail so that a reviewer would be able to determine the reasonableness of the determination.

EXAMPLE

When income is verified by the presentation of pay stubs or wage statements, the EW shall record on the application or worksheet the following information:

The date of each pay stub or wage statement used.

The name and address of the payer.

The gross amount of income on each stub or statement.

The frequency of receipt of income (i.e., weekly, bimonthly, monthly, etc.).

The specific items and amounts of mandatory deductions.

The calculations made to arrive at a monthly income; for instance, if pay is received weekly and four pay stubs are seen, the income from each should be added; then divided by 4 for a weekly average. The weekly average will be multiplied by 4.3 or $4 \frac{1}{3}$ to provide the monthly average. Deductions would be handled similarly.

2130 AUTHORIZED REPRESENTATIVE

An authorized representative is a person designated by the head of the household or the spouse to act on behalf of the household in applying for program benefits and in purchasing coupons. An authorized representative is also a private nonprofit organization or institution conducting a drug addiction or alcoholic treatment and rehabilitation center which will act on behalf of households who reside at such centers in applying for and purchasing food stamps.

2131 Application

Where it is impossible for the head of the household or the spouse to make application for participation, a responsible household member may be designated as the authorized representative. If household members are unable to make application because of employment, or health or transportation problems, etc., a responsible adult outside the household may be designated under the following conditions:

- (1) The head of the household, the spouse, or other responsible household members cannot be interviewed.
- (2) The authorized representative has been designated in writing by the head of the household or the spouse.
- (3) The authorized representative is adequately aware of pertinent household circumstances.

It is important that the head of the household or the spouse prepare or review the application whenever possible, even though the authorized representative will actually be interviewed. It should be emphasized that the head of the household will be held liable for any overissuance which results from erroneous information given by the authorized representative.

2132 Coupon Purchasing

If the head of the household wishes to name an authorized representative for purposes of purchasing coupons, such designations should be made at the time the application is completed. Any authorized representative should be named on the identification card. The authorized representative for coupon purchases may be the same individual designated to make application for the household or may be another individual. Even if the head of the household is able to make application and purchase coupons, he should be encouraged to name an authorized representative for purchasing coupons in case of illness or other circumstances which might result in inability to purchase coupons. State agencies may, at their discretion, provide for a system that permits the head of the household or spouse to designate in writing an emergency authorized representative to purchase coupons with a particular ATP card. A separate written designation is needed each time an emergency authorized representative is used.

The authorized representative, whether he be a household member or a person outside the household, may use coupons to purchase food for consumption on behalf of the household provided he has the household's identification card with the full knowledge and consent of the head of the household or the spouse.

2133 Addict/Alcoholic Representative

Residents of drug addiction or alcoholic treatment and rehabilitation centers must voluntarily elect to participate in the Food Stamp Program. However, those that wish to participate shall be required to apply for food stamps and purchase and use coupons through the nonprofit private organization or institution which runs the center as their authorized representative. The resident household shall assist in completing the application and shall sign the application along with the authorized representative prior to certification. The organization or institution which acts as the authorized representative for resident households shall be responsible for notifying the State agency of any changes in resident household income or circumstances, as required by 2403, including notifying the State agency when a certified addict or alcoholic leaves the center. In addition, the organization or institution shall be responsible for any overissuances which are caused by misrepresentation or fraud committed in the certification of center residents and shall assume the total liability for food coupons held on behalf of resident households.

2134 Restrictions on Appointment

Retailers who are authorized to accept food coupons or employees of public welfare departments may not act in any capacity as an authorized representative without the specific approval and determination of the local welfare director that no one else is available to serve.

2135 Multihousehold Representatives

An authorized representative may act on behalf of more than one household, but such an arrangement should be approved only if there is a bona fide need. In determining such need, consideration will be given to the proximity of the households to one another, the distance of the certification or issuance office, the availability of transportation, and the health of the household members involved.

2136 Documentation and Control

The State agency will assure that authorized representatives are properly designated, that is, the name of the authorized representative and the justification for appointing a person outside the household (if any) shall be maintained as part of the household's permanent case file. In addition, each certification office shall maintain a control system by file card, or other listing, of those authorized representatives who are not members of the household they represent. This system will identify those authorized representatives who represent more than one household and may be used to assure that authorized representatives do not represent more households than is reasonable and prudent. Periodically the listing should be reviewed to assure that all information is current and should be consulted whenever the validity of a designation is questioned.

2200 ELIGIBILITY STANDARDS

In January 1971, Congress mandated national uniform standards of eligibility for the Food Stamp Program.

2200.1 Financial Criteria

The Food Stamp Act requires that at a minimum the standards of eligibility for the program prescribe "the amounts of household income and other financial resources, including both liquid and nonliquid assets to be used as criteria of eligibility." The standards established by the Secretary of Agriculture for NA households define those households whose income and resources are substantial limiting factors in permitting them to purchase a nutritionally adequate diet.

The income and resource eligibility standards are not applied to PA or SSI households because their "need" has already been determined by their eligibility for such assistance. However, in determining basis of issuance, the same income computation is used for PA and SSI households as is used for NA households.

2200.2 Ineligibility of Certain SSI Recipients

In addition to the financial criteria, the Act also specifies that SSI recipients living in States which the Secretary of Health, Education and Welfare has determined are providing State supplementary payments which have been specifically increased to include the value of bonus food coupons shall not be eligible to participate in the Food Stamp Program. Ineligible SSI recipients shall be treated as nonhousehold members in accordance with 2102.

2200.3 Nonfinancial Criteria

Nonfinancial eligibility standards apply equally to PA, SSI, and NA households and consist of:

- (1) Residency in the project area;
- (2) Citizenship or permanent alien status;
- (3) Availability of cooking facilities;
- (4) Prohibition against residency in boarding houses and institutions;
- (5) Work registration.

2201 RESIDENCY

All households must live in the project area in which they make application for the program. No household may participate in more than one project area in any month, except as provided for in 2422.2 under the transfer of certification procedures.

2201.1 Residency Limitations

When determining residency, the State agency shall:

- (1) Not interpret residency to mean domicile which is sometimes defined as the legal place of residence or principle home;
- (2) Not impose a durational residency requirement;
- (3) Not interpret residency to mean the intent to permanently reside in the State or project area, however, persons in the project area solely for vacation purposes shall not be considered residents;
- (4) Consider as residents all other applicants who are living in the project area for any purpose other than vacation.

2201.2 Reporting

The application contains spaces for both a physical address and a mailing address. If the two are different, the EW should require both addresses be given. A mailing address only, such as post office box or a rural route, will not be sufficient as it does not indicate that the household resides in the project area. If the address is a rural route, information should be given which can identify the home, e.g., third house on the right, north of Jones' Market.

2201.3 Verification

Verification of residency is not required unless the information provided by the applicant is unclear, inconsistent, or incomplete. If questionable, the client may supply the verification in the form of documentation such as a driver's license, rent receipt, utility or other recently received bill, voter registration

card, or similar means. This information may be further substantiated by cross reference to an independent source such as a telephone or city directory, detailed area map, contact with landlord or neighbor, or, if necessary, a home visit.

In addition to valid addresses, the State agency should be alert for duplicate addresses. Each office should consider establishing an address file to check for multiple households reporting the same address. While it is possible for more than one household to occupy a given residence, duplicate addresses would constitute a questionable circumstance and require verification. Any office which issues ATP cards directly to the household, rather than through the mails, needs to be particularly sensitive for invalid and duplicated addresses.

2205 CITIZENSHIP OR PERMANENT ALIEN STATUS

To receive program benefits, an individual must be either:

- (1) A citizen of the United States; or
- (2) An alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law, including any alien lawfully in the United States as a refugee pursuant to Section 203(a)(7) of the Immigration and Nationality Act or as a parolee pursuant to Section 212(d)(5) of that Act.

The presence in a household of an alien who does not meet the above criteria shall not prevent the remainder of the household from applying for and receiving food stamp benefits. The eligibility of such households will be determined in accordance with procedures in 2332.

This same eligibility criteria has been established by law for the SSI Program and subsequently adopted by the DHEW for the AFDC program. The experience and contacts developed by the agencies responsible for these programs may be useful in implementing this criteria for the Food Stamp Program.

2206 Citizens and Eligible Aliens

Individuals in the following classifications are eligible to receive program benefits:

2206.1 U.S. Citizens

For the purposes of qualifying as a United States citizen, the United States shall be defined as the 50 States and District of Columbia, Puerto Rico, Guam, and the Virgin Islands. In addition, nationals from American Samoa or Swain's Island shall be regarded as United States citizens for food stamp purposes.

2206.2 Immigrants

Immigrants are those aliens lawfully admitted for permanent residency in the United States who entered with the express intention of residing permanently in the country. Visitors, tourists, students, workers, diplomats, etc., who are lawfully admitted for specific periods of time and with no intention of establishing a permanent residence in the United States would not qualify under this provision.

2206.3 Permanent Residence Under Color of Law-Continuous Residence

A permanent resident under color of law is a person who entered the United States before July 1948, has maintained continuous residence since then, and who may be eligible for permanent residence at the discretion of the Attorney General under Section 1259 of Title 8 of the United States Code. This definition was provided by Congress when establishing this criteria for SSI.

2206.4 Other Permanent Residence Under Color of Law

Any alien granted indefinite voluntary departure or an indefinite stay of deportation is considered as permanently residing in the United States under color of law. Included among these aliens are Cuban refugees who did not enter at a designated port of entry and therefore were not legally paroled into this country. These and other aliens, although found deportable, may be granted "voluntary departure" for an indefinite period or indefinite stays of deportation because of humanitarian considerations or because of technical difficulties which cannot be overcome and which prevent the Immigration and Naturalization Service (INS) from effecting their deportation.

2206.5 Refugees - Section 203(a)(7)

This section provides for the conditional entry of aliens who because of persecution or fear of persecution on account of

race, religion, or political opinion, have fled from a Communist or Communist-dominated country or from the area of the Middle East; or who are refugees from natural catastrophies.

2206.6 Parolees - Section 212(d)(5)

This section provides for the parole into the United States for an indefinite or temporary period, at the discretion of the Attorney General, for emergent reasons in the public interest, of any alien applying for admission. Only parolees admitted for an indefinite period will be considered permanent residents.

2207 Ineligible Aliens

Aliens not in one of the above categories will not be eligible for food stamps. Some of these aliens may be lawfully admitted but only for a temporary or specific period of time. Such aliens may include visitors, tourists, students, some workers, and diplomats. These aliens are not eligible for food stamps because of the temporary nature of their admission status. In addition, any alien who has entered or remains in the United States unlawfully is not eligible for food stamp benefits.

2208 Verification of Citizenship or Alien Status

Verification of citizenship or alien status is not required except in questionable cases. Documentation of status can be more difficult for some citizens than for the legally entered alien. The problem of participation by ineligible aliens will also not be of the same magnitude in all States and localities. To require verification for all cases would, therefore, be an unreasonable imposition on the majority of eligible households and administratively infeasible for the State agency.

In questionable cases where verification is required and to assist the EW in determining how to classify certain aliens, the following examples of acceptable documentary evidence are provided. For more detailed information, the INS district office has available copies of a pamphlet "Documentary Requirements for Aliens in the United States" upon request.

2208.1 U.S. Citizens

Citizenship may be verified by a birth certificate, religious or similar proof of birth, United States passport, a certificate of citizenship or nationalization provided by INS or an Identification Card for Use of Resident Citizen in the United States (INS Form I-179 or INS Form I-197).

2208.2 Immigrants

Acceptable proof of immigration status is INS Form I-151, Alien Registration Receipt Card. (See Page 33 for example of form.) Earlier versions of this form, INS Forms AR-3 and AR-3a, are proof of permanent residency if specifically endorsed as such. Also, a Reentry Permit is acceptable proof inasmuch as permanent residency is a requirement for its issuance.

2208.3 Permanent Residence Under Color of Law-Continuous Residency

An individual shall be presumed to be permanently residing under color of law upon satisfactory proof of his presence in the United States before June 30, 1948, and his continuous residence since such entry. This presumption shall be made unless negated by available information which indicates no intent to permanently remain in this country, such as the individual's being an official of a foreign government, an international organization representative, or a member of the family or the staff of such an official.

2208.4 Permanent Residence Under Color of Law

Aliens in this category must have their status verified, as it is a highly questionable circumstance. Documentation may consist of correspondence from INS stating the alien has been granted indefinite voluntary departure or indefinite stay of deportation. In the absence of such documentation, the INS district office having jurisdiction over the alien's residence may be contacted to ascertain his status. The alien's INS file number should be included in all such correspondence if known.

2208.5 Refugees - Section 203(a)(7)

Verification of this alien status may be possession of INS Form I-94, Arrival-Departure Record, bearing the stamped legend "REFUGEE - CONDITIONAL ENTRY" and citing the section of the Immigration and Nationality Act under which admitted.

FORM I-151 (ALIEN REGISTRATION
RECEIPT CARD)

This is to certify that
Jose-Gonzales, Spinoza

REGISTRATION NUMBER
A11 836

DATE OF BIRTH
06-14-53 M

has been duly registered according to law and was
admitted to the United States as an immigrant at
NO. DAY YR OF ENTRY
73 NYC 11-18-73

SAN

Portrait of Jose-Gonzales, Spinoza

Front - Actual Size

ALIEN REGISTRATION RECEIPT CARD
FORM I-151 (REV. 7-1-72)N

SAMPLE

Commissioner of Immigration and Naturalization
United States Department of Justice

Reverse

2208.6 Parolees - Section 212(d)(5)

Individuals in this category should have INS Form I-94 (Parolee Edition), Arrival-Departure Record, (see page 35 for example of form) which will state that the alien has been paroled pursuant to Section 212(d)(5) of the Immigration and Nationality Act. Only individuals whose forms have been endorsed by the immigration officer to show that parole is for an indefinite period of time shall be eligible. A Form I-94 endorsed to show that parole is for a specific period of time does not constitute evidence of permanent residency.

2208.7 Ineligible Aliens - Temporary Status

Aliens admitted for specific periods of time should possess one of the following documents: I-94, Arrival-Departure Record (see example of form on Page 36) for other than parolees and refugees; I-185, Canadian Border Crossing Card; I-186 Mexican Border Crossing Card and SW-434, Mexican Border Visitors Permit; I-95A, Crewman's Landing Permit; or I-184, Crewman Landing Permit and Identification Card.

2208.8 Absence of Documentation

If the above documentation is not available, the applicant may state the reason for such absence and submit other evidence of probative value acceptable to the State agency. For instance, since the same criteria exists for SSI and AFDC programs, receipt of such aid would constitute proof of status. In the absence of acceptable verification, the member or members in question cannot be certified for program benefits. The INS district office covering the jurisdiction in which the alien resides may be contacted for confirmation of alien status. Such referrals shall not be a matter of general policy for all aliens, but shall be restricted to those cases in which the EW has reason to doubt the status reported by the applicant or in the absence of acceptable documentation.

2208.9 Reporting Illegal Aliens

If in the application process, it becomes known to the State agency that an alien has entered or remained in the United States illegally and INS has not declined deportation action, such alien shall be promptly brought to the attention of the INS district office for appropriate action.

**FORM 1-94 (ARRIVAL-DEPARTURE RECORD)
(PAROLE EDITION)**

Family Name (Capital Letters) DUMAS		First Name Keith	Middle Initial A.	D-520
Country of Citizenship Jamaica, West Indies		Passport or Alien Registration Number #15772		
United States Address (Number, Street, City and State) 727 West 11th Street, Indianapolis, Indiana				
Airline and Flight No. or Vessel of Arrival BWIA #402		Passenger Boarded at Kingston, Jamaica		
Number, Street, City, Province (State) and Country of Permanent Residence 16 Randwick Drive, Kingston, Jamaica (A11 150 607)				
Month, Day and Year of Birth September 13, 1932		PAROLED PURSUANT TO SEC. 212(d) OF THE I & N ACT TO: November 20, 1971		
City, Province (State) and Country of Birth St. Ann, Jamaica		PURPOSE: 1st preference beneficiary.		
Visa Issued at (I-512)		(Port) (Date) (Officer) HMM 12/22/70 JGH		
Month, Day and Year Visa Issued				


SURRENDER THIS COPY WHEN LEAVING
THE UNITED STATES—SEE REVERSE
FORM
I-94

Front—Actual Size

<p>IMPORTANT NOTICE</p> <p>Your parole into the United States does not constitute an admission under the terms of the Immigration and Nationality Act. You must observe the conditions of the parole and failure to comply with any of those conditions may result in the revocation of your parole. If, for any reason, you do not proceed to the address shown on the face of this form, or if after arrival, you change your address, you must immediately report to the nearest office of the Immigration and Naturalization Service. You must also report to the nearest office of the Immigration and Naturalization Service if your status is not otherwise changed or if you do not leave the United States before the termination date shown.</p> <p>UPON DEPARTURE FROM THE UNITED STATES</p> <ul style="list-style-type: none"> <input type="radio"/> By sea or air surrender this permit to transportation line. <input type="radio"/> Over Canadian border, surrender this permit to Canadian Immigration Officer. <input type="radio"/> Over Mexican border, surrender this permit to United States Immigration Officer. 	<p align="center">DEPARTURE RECORD</p> <p align="center">SAMPLE</p> <p>Port: _____</p> <p>Date: _____</p> <p>Carrier: _____</p> <p>To: _____</p> <p>(Country of disembarkation) UNITED STATES DEPARTMENT OF JUSTICE Immigration and Naturalization Service Form Approved Budget Bureau No. 43-R311.7 ARRIVAL — DEPARTURE RECORD FORM I-94 (Rev. 4-1-67) (Parole Edition)</p>
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Reverse

FORM I-94 (ARRIVAL-DEPARTURE RECORD)

Family Name (Capital Letters) SANTOS		First Name Maria	Middle Initial S-550	A NONIMMIGRANT ALIEN WHO ACCEPTS UNAUTHORIZED EMPLOYMENT IS SUBJECT TO DEPORTATION
Country of Citizenship El Salvador		Passport or Alien Registration Number G 980356		
United States Address (Number, Street, City and State) 4900 Del Plaza Street, Fairfax, Virginia 22045				
Airline and Flight No. or Vessel of Arrival PANAM 507		Passenger Boarded at San Salvador		
Number, Street, City, Province (State) and Country of Permanent Residence 35 Marion Street, San Salvador, El Salvador				Surrender this copy When Leaving The United States SEE REVERSE
Month, Day and Year of Birth May 13, 1948		U. S. IMMIGRATION 250 WAS 16 MAR 17 1972 ADMITTED B-2 UNTIL Sept. 16, 1972		
City, Province (State) and Country of Birth San Salvador, El Salvador				
Visa issued at (If no visa, insert ticket number) San Salvador, El Salvador				
 Month, Day and Year Visa Issued March 11, 1972		FORM I-94		

Front—Actual Size

IMPORTANT NOTICE A NONIMMIGRANT ALIEN WHO ACCEPTS UNAUTHORIZED EMPLOYMENT IS SUBJECT TO DEPORTATION. • Retain this permit in your possession except when required to submit same to the Immigration and Naturalization Service. • You are permitted to remain in the U. S. for the time indicated. • To remain past this period, without permission from immigration authorities, is a violation of law. WHEN YOU LEAVE THE UNITED STATES • By sea or air, surrender this permit to transportation line. • Over Canadian border, surrender this permit to Canadian Immigration Officer. • Over Mexican border, surrender this permit to United States Immigration Officer. RECORD OF EXTENSIONS		To _____ Office _____ To _____ Office _____ To _____ Office _____ DEPARTURE RECORD
Port: _____ Date: _____ Carrier: _____ To: _____ (Country of destination)		UNITED STATES DEPARTMENT OF JUSTICE Immigration and Naturalization Service ARRIVAL-DEPARTURE RECORD FORM I-94 (REV. 9-1-71) Y FORM APPROVED OMB NO. 43-RO486

Reverse

2210 COOKING FACILITIES

All households, with the exception of those listed in 2211, must have access to cooking facilities where they reside for use in the preparation of food for home consumption.

The household need not have a formal or conventional kitchen to meet the cooking facilities requirement. EWs should exercise prudent judgment in determining whether or not a household has the means available to prepare simple cooked meals.

2211 Households Exempt from Cooking Facilities Requirement

The following households are eligible to purchase prepared meals with their coupons and therefore may be exempt from the cooking facilities requirement:

2211.1 Communal Dining

A person 60 years of age or over who is not a resident of an institution or boarding house, who is living alone or only with spouse, and who elects to use coupons to purchase meals especially prepared for the elderly at a communal dining facility which has been authorized by FNS to accept food coupons.

2211.2 Meal Delivery Service

A person 60 years of age or over who is not a resident of an institution or boarding house, who is living alone or only with spouse, and who qualifies for as provided in 2212.3 and elects to use coupons to purchase meals from a nonprofit meal delivery service authorized by FNS to accept food coupons.

2211.3 Resident Addicts or Alcoholics

A narcotics addict or alcoholic who is certified as a resident of a drug addiction or alcoholic treatment and rehabilitation center which is authorized by FNS to accept food coupons, and who elects to use coupons at such a center.

2212 Eligibility to Use Coupons for Prepared Meals

In addition to the households in 2211, the following persons as individuals may use their coupons to purchase prepared meals, provided the household of which they are a part meets all other eligibility criteria, including cooking facilities:

2212.5 Drug or Alcoholic Treatment and Rehabilitation Program

Any member of an eligible household who is a narcotics addict or alcoholic and who regularly participates in a drug or alcoholic treatment and rehabilitation program on a resident or a nonresident basis may use all or any part of his coupons to purchase food prepared for or served to him during the course of such program provided the program has been authorized by FNS for such purpose. In the case of resident households, the use of coupons shall be through an authorized representative designated by the drug or alcoholic treatment and rehabilitation program in accordance with 2133.

2212.6 Definition of a Drug or Alcoholic Treatment and Rehabilitation Program

A drug or alcoholic treatment and rehabilitation program means a program conducted by a private nonprofit organization or institution which is certified by the State agency or agencies responsible for administration of the State's programs for drug addicts and alcoholics as providing treatment that can lead to their rehabilitation. The Governor of each State shall designate the certifying agency or agencies pursuant to Public Law (P.L.) 91-616, "Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970," and P.L. 92-255, "Drug Abuse Office and Treatment Act of 1972." Such programs must be recognized as tax exempt, must not receive federally donated foods from USDA for use in the preparation of meals to be exchanged for food coupons, and may accept coupons only after authorization by FNS.

2215 RESIDENTS OF BOARDING HOUSES

Residents of boarding houses are ineligible to participate in the program. A resident of a boarding house for food stamp purposes is a resident of a place where three or more individuals are furnished meals or meals and lodging for compensation. Anyone residing in the boarding house, including the proprietor, shall be ineligible for the program.

2216 RESIDENTS OF INSTITUTIONS

Residents of institutions are ineligible to participate in the program. Except as provided in 2216.1, individuals will be considered residents of an institution when the institution

provides them with the majority of their meals as a part of its normal services, and the institution has not been authorized by FNS to accept coupons.

Individuals who do not receive their meals from the institution but have access to cooking facilities to prepare their own food or are participating in a delivered meals program or a communal dining program will be eligible for food stamps if they meet all other eligibility requirements.

2216.1 Exemptions from the Institution Prohibition

Only the following households are exempt from this criteria:

- (1) Any narcotics addict or alcoholic who resides at a facility or treatment center under the supervision of a drug or alcoholic treatment and rehabilitation program as defined in 2212.6.
- (2) Residents of federally subsidized housing for the elderly under either Section 202 of the Housing Act of 1959 or Section 236 of the National Housing Act. Section 202 of the Housing Act of 1959 provides for the establishment of housing for the elderly (age 62 or older) or handicapped. Section 236 of the National Housing Act provides for housing for lower income families including, but not limited to, the elderly and handicapped. Only in those instances where 202 or 236 housing is built for the elderly shall such residents be categorically exempt from classification as residents of an institution.

2220 WORK REGISTRATION

The Food Stamp Act requires that all able-bodied adults who are members of eligible households, with few exceptions, register for work and accept suitable employment. The requirement is multipurpose.

It assures that all members of eligible households who are in need of and available for suitable employment have access to those services which are provided by federally funded Employment Service (ES) offices, and which are available to participants without charge. It prevents participation by those persons who would refuse to pursue gainful employment in order to obtain program benefits, and it enables potentially employable persons to improve their financial situations, minimizing their present or future need for assistance.

Compliance with the requirement is a prerequisite to certification. The requirement is not one which can be waived, and benefits may not be granted conditionally prior to registration by all members of the household who are required to do so. Effective administration of this provision necessitates the closest cooperation between State agencies, local certifying offices, and ES offices in the areas where registrants reside so that all facilities and services may be made available as required to effect the intent of the Food Stamp Act.

2221 Registration Procedure

Except as provided in 2222, all able-bodied adults who have attained the age of 18 and have not yet reached their 65th birthday, including a person not working because of a strike or lockout at his usual place of employment, must register for work.

2221.1 Completing Form FNS-284

Registration shall be accomplished through the execution of Form FNS-284, Work Registration, or an alternate form developed by the State agency and approved in writing by FNS. Registration is deemed to be completed when the Form FNS-284 or approved alternate form has been completed by or for each person in the household not otherwise exempt, reviewed for completeness and accepted by the EW. One copy is provided for the case file, and the remaining copies shall be promptly forwarded to the ES office having jurisdiction over the area in which the registrant resides. (See Page 42 for an example of Form FNS-284.)

2221.2 Frequency of Registration

Each person required to register shall do so at the time of application, and at least once every 6 months thereafter. The 6 month registration requirement may not be waived under any circumstances.

2221.3 WIN Participants

The household situation of AFDC recipients must be examined to determine the applicability of the food stamp work registration requirement. Registration for participation in the Work Incentive Program (WIN) by signing the WIN Registration Record shall be considered to be equivalent to registration for work under the food stamp work requirement, and such registration shall continue to be effective until WIN participation is

U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE				FORM APPROVED OMB NO. 40-R3735			
Please PRINT all Information See Additional Instructions on Reverse							
1 NAME OF REGISTRANT (First, middle and last name) John H. Jones							
2 ADDRESS (No Street, City, State and Zip Code) 301 Ivy St., Smithville, AK 00001							
3 TELEPHONE NO 547-1946		4 COUNTY Smith		5 SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		6 DATE OF BIRTH (Mo., Day, Yr.) 12-09-44	
7 SOCIAL SECURITY NO 417-51-2106		8 HIGHEST SCHOOL GRADE COMPLETED (Circle one) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19					
9 HEAD OF HOUSEHOLD <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10 NO. OF PERSONS IN HOUSEHOLD 4		11 NO. OF WEEKS UNEMPLOYED 5		12 VETERAN STATUS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13 MILITARY SERVICE DATES FROM 2-63 TO 2-67				14 EMPLOYMENT SERVICE REGISTERED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		15 UNEMPLOYMENT INSURANCE CLAIMANT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
16 LIST YOUR LAST THREE JOBS.							
EMPLOYER: Smithville Construction Company							
1 ADDRESS: Smithville, AK							
JOB TITLE: Laborer WAGES: \$ 2.15 PER hr.							
DATES FROM: 10-1-74 TO: 10-21-74							
EMPLOYER: Box Construction Company							
2 ADDRESS: Smithville, AK							
JOB TITLE: Laborer WAGES: \$ 2.15 PER hr.							
DATES FROM: 8-12-74 TO: 9-15-74							
EMPLOYER: State Mercantile Inc.							
3 ADDRESS: Smithville, AK							
JOB TITLE: Laborer WAGES: \$ 60.00 PER week							
DATES FROM: 10-1-73 TO: 7-1-74							
FORM FNS-284 (12-74) WORK REGISTRATION Edition of 9-71 may be used until supply is exhausted ORIGINAL-FS Case Folder							

DO NOT Write in "Boxed" Area	
1 FOOD ASSISTANCE CASE NAME Jones, John H.	
2 FOOD STAMP OR FOOD DISTRIBUTION CASE NO. 4101 - 2	3 DATE 12-03-74
4. EG <input checked="" type="checkbox"/> W <input type="checkbox"/> N <input type="checkbox"/> AI <input type="checkbox"/> O <input type="checkbox"/> NEC <input type="checkbox"/> INA <input type="checkbox"/> SS	
5. CHANGE IN STATUS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	6 INTAKE SOURCE <input checked="" type="checkbox"/> WELFARE
1 OCCUPATIONAL TITLE	
2 OCCUPATIONAL CODE	
3 ES LOCAL OFFICE NO.	4 COUNTY CODE
5 VETERAN STATUS VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	6 RECENTLY DISCHARGED <input type="checkbox"/> YES <input type="checkbox"/> NO
7 FAMILY INCOME <input type="checkbox"/> OP <input type="checkbox"/> O	8 HANDICAPPED <input type="checkbox"/> YES <input type="checkbox"/> NO
REMARKS	

FORM FNS 284, REVERSE

INSTRUCTIONS

All items must be completed. Do not tear the form apart--all three copies must be submitted to the Food Stamp Office or the Food Distribution Program Office.

1. NAME OF REGISTRANT - Print your full name
2. ADDRESS - Print your complete mailing address, including the Zip Code.
3. TELEPHONE - Show the number of the telephone where you may be reached.
4. COUNTY - Print the name of the county in which you live.
5. SEX - Make an "X" in the block that applies to you.
6. DATE OF BIRTH - Print the month, day, and year you were born. For example: Dec. 9, 1920, or 12-9-20.
7. SOCIAL SECURITY NO. - Be sure you show your correct number. If you are not sure, copy it directly from your Social Security card.
8. HIGHEST SCHOOL GRADE COMPLETED - Make a circle around the highest grade you completed in school. If you graduated from high school or passed the test and received a General Equivalency Diploma, circle the number 12. If you went to college or graduate school circle the number beyond 12 that you completed.
9. HEAD OF HOUSEHOLD - If you are the head of the household where you live, "X" the Yes block. If you are not, "X" the No block.
10. NO. OF PERSONS IN HOUSEHOLD - Show the number of persons who live in your household.
11. NO. OF WEEKS UNEMPLOYED - Show how many weeks you have been out of work.
12. VETERAN STATUS - If you have been in the Armed Forces, "X" the Yes block; if not, "X" the No block.
13. MILITARY SERVICE DATES - Print the month and year you served in the Armed Forces. For example, from Oct 42 to June 46.

If you did not serve in the Armed Forces, print "NONE."
14. EMPLOYMENT SERVICE REGISTERED - If you have registered for work at the State Employment Office within the last month, "X" the Yes block. If you have not registered, "X" the No block.
15. UNEMPLOYMENT INSURANCE CLAIMANT - If you are drawing benefits, or have filed a claim at the Employment Service Office for unemployment benefits, "X" the Yes block; if not, "X" the No block.
16. LIST YOUR LAST THREE JOBS - Print the name and address of your previous employers, and the title or type of job you held.

After the word "Wages" show the amount of gross wages (before taxes and other deductions) you received every payday. After the word "Per" show how often you got paid. If you got paid every week, print week; if you got paid every two weeks, print 2 weeks; or if you got paid on a monthly basis, show month.

In the "Dates: From - To - " entry show the month and year you worked for each employer. For example, From: July 46 To: April 48.

If you have not worked for three employers in your life, complete the information for the ones you did work for and in the other blank or blanks, print "NONE."

terminated by the welfare income maintenance unit by dropping the individual from welfare or by adjustment of the welfare grant. The recipient's AFDC case file may be used to make such a determination of applicability.

2222 Exemptions to Work Registration

The following individuals, between the ages of 18 to 65, are not required to register for employment.

2222.1 Mothers

Mothers or other members of the household who have responsibility for the care of dependent children under 18 years of age or of incapacitated adults.

2222.2 Students

Students who are enrolled at least halftime (as defined by the institution or program in which they are enrolled) in any school or training program which is recognized by any Federal, State, or local government agency.

2222.3 Incapacitated

Persons who are physically or mentally incapable of engaging in gainful employment.

2222.4 Employed

Persons who are working on jobs for at least 30 hours per week.

2222.5 Self-Employed

Self-employed persons where the EW determines that the employment constitutes a full-time job of at least 30 hours per week during the period of certification or an average of 30 hours per week on an annual basis.

2222.6 Addicts or Alcoholics

Any narcotics addict or alcoholic who regularly participates as a resident or nonresident in a drug or alcoholic treatment and rehabilitation program.

2223 Determination of Exemption Status

Determination as to which household members meet the exemption to the registration requirement must be made by the EW at the time of initial certification, subsequent certification, change in employment status, or required 6-month registration period.

In determining whether or not one or more members of the household fall within the exemptions set out above, the following guidelines shall be used:

2223.1 Mothers

If a mother and another member of the household both claim to be responsible for the care of the same dependent children or of incapacitated adults, the actual responsibility should be determined by discussion with the applicant.

2223.2 Students

In the case of students between the ages of 18 and 65, inquiry may be made as to the institution or place of training, whether or not such a school or training program is recognized by a Federal, State, or local government agency, and the time of participation in training in order to meet the halftime requirement. This exemption is not altered due to temporary interruptions in school attendance such as semester or summer vacations, provided the attendance will be resumed immediately following such breaks. However, persons enrolled in correspondence courses where physical attendance is not regularly required shall not be considered students for the purposes of this exemption by virtue of such enrollment.

2223.3 Incapacitated

Eligibility for and receipt of benefits from SSI is prima facie evidence of unemployability. The same determination shall be made in those areas which have retained OAA, APTD, or AB programs for recipients of such programs. In the case of SSI or PA households containing an "essential person," individual situations must be examined to determine whether the essential person must register. In addition, receipt of disability payments under the Social Security Program Disability, (Retirement, Survivors, and Disability Insurance) shall be considered proof of disability for purposes of this exemption.

Other individuals claiming a disability exemption shall in the absence of physical evidence, furnish the names of medically qualified sources which can substantiate such disability or documentary evidence which supports the claim. Adequate documentation shall appear in the case file to support the granting of this exemption.

2223.4 Employed

If a person claims to be exempt by reason of employment for at least 30 hours per week, verification of the amount of income received from such employment, as is elsewhere required for certification, is sufficient to establish the exemption, provided the amount of income appears to be consistent with a conclusion of employment for 30 hours a week under the general conditions prevailing in the community.

However, if the individual does not meet this test, but still claims to be employed, then, in cooperation with the EW, the applicant shall be requested to supply documentary evidence of the existence of an employee-employer relationship and that the number of hours worked is equivalent to 30 hours a week.

Factors to be considered, while not all inclusive, are:

- (1) Does the wage meet State, local, or Federal minimums.
- (2) Have deductions of required mandatory amounts for Federal and/or State income taxes, Social Security tax, etc., been made by employer.
- (3) Does the employer pay unemployment insurance premiums on behalf of the employee.

Persons engaged in hobbies or volunteer work or any other activity which cannot, because of the minimal amount of monies received from such activity, be considered as gainful employment, shall not be considered exempt from work registration regardless of the amount of time spent in such activity.

2223.5 Self-employment

If a person claims to be exempt by reason of self-employment, verification of the amount of income received from self-employment is sufficient to establish the exemption, provided the amount of income appears to be consistent with a conclusion of full-time (30 hours a week) employment.

If the income is not sufficient, but the client still claims to be self-employed, he must cooperate with the EW in establishing the income received from the self-employment enterprise is at least sufficient to be considered gainful employment and that the volume of work claimed justifies a determination that the self-employment enterprise is a full-time job for the purposes of this exemption. The household must cooperate in providing adequate documentation to substantiate the claim.

Persons engaged in hobbies or any other activity which cannot, because of the minimal amount of monies received from such activity, be considered as gainful employment, shall not be considered exempt from work registration regardless of the time spent in such activity.

2223.6 Addicts or Alcoholics

The regular participation of an addict or alcoholic in a drug or alcoholic treatment and rehabilitation program may be verified through the organization or institution operating such program prior to granting the exemption.

2223.7 Cooperation

In any case, where any question of the propriety of exemption from the work requirement arises, the head of the household and the household member must cooperate in furnishing evidence to support the contention of exemption from the requirement to register. Failure to cooperate in furnishing such evidence will result in the member being required to register, or failing such registration, the household shall be denied program benefits.

2224 Additional Registration Requirements

Each member required to register for employment will also be required to:

- (1) Report for an interview to the Federal or State ES office where he is registered upon reasonable request.
- (2) Respond to a request from the Federal or State ES office requiring supplemental information regarding employment status or availability for work.
- (3) Report to an employer to whom he has been referred by such office.

- (4) Accept a bona fide offer of suitable employment to which he is referred by such office.
- (5) Continue suitable employment to which he was referred by such office. Such household member shall continue suitable employment until the employment is no longer considered suitable (by the criteria in 2225); the household member becomes exempt; or he is terminated from employment due to circumstances beyond his control.

2225 Suitability of Work

No employment offered will be considered suitable for any registrant if the following conditions exist:

2225.1 Earnings

The wages offered are less than the highest of:

- (1) The applicable Federal minimum wage;
- (2) The applicable State minimum wage;
- (3) The applicable wage established by valid regulation of the Federal Government authorized by existing law to establish such regulations;
- (4) \$1.30 per hour; or

The employment offered is on a piece-rate basis, and the average hourly yield the employee can reasonably be expected to earn is less than the applicable hourly wages specified above.

2225.2 Union Membership

The registrant, as a condition of employment, is required to join, resign from, or refrain from joining any legitimate labor organization,

2225.3 Strikes

The work offered is at a site subject to a strike or a lockout at the time of the offer, except that, the term "strike" shall not include a strike which has, pursuant to a court decision currently in force, been determined to be unlawful.

2225.4 Registrant Proof of Unsuitability

Any employment offered a particular registrant shall be considered suitable unless he can demonstrate that:

- (1) The degree of risk to health and safety is unreasonable.
- (2) He is physically or mentally unfit to perform the employment, as established by documentary medical evidence or reliable information obtained from other sources.
- (3) The employment offered is not in his major field of experience unless, after a period of 30 days from registration, job opportunities in his major field have not been offered.
- (4) The distance of the employment from his residence is unreasonable. Determinations in this connection will be based upon estimates of the time required for going to and from work by means of transportation that is available or expected to be used, and whether or not it would be reasonable for the registrant to expend the time and cost involved for the expected remuneration from the work. In no event will commuting time per day represent more than 25 percent of the registrant's total work time.

2226 Failure to Comply

In the event a registrant fails to comply with any of the requirements in 2224, the ES office will inform the EW of the facts and circumstances of each such failure by means of an information statement. If the State agency finds that the failure to comply was without good cause, the household will be determined to be ineligible for participation in the program until the member complies with those requirements as set out in 2227, has become exempt from the work requirement as specified in 2222, or for 1 year, whichever is earlier.

2226.1 Good Cause

In determining whether good cause existed for failure to comply, the EW will consider all facts and circumstances, including those submitted by the household and the ES office, existing at the time of the alleged failure. Good cause includes circumstances

beyond the member's control, such as, but not limited to, illness, illness of another household member sufficiently serious to require the presence of the member, unavailability of transportation, and an unanticipated emergency.

2227

Redetermination of Eligibility

When a household has been determined ineligible for participation due to a refusal of a member to comply with the above requirements, eligibility may be reestablished (provided the household is otherwise eligible) upon the expiration of the 1 year suspension, upon the member's becoming exempt from the work requirement, or upon the member's compliance as follows:

- (1) Refusal to register--registration by the household member.
- (2) Refusal to report for interview to the Federal or State ES office where he is registered--reporting for the required interview.
- (3) Refusal to respond to a request from the Federal or State ES office requiring supplemental information regarding employment status or availability for work--response to the employment office correspondence.
- (4) Refusal to report to an employer to whom he has been referred by such office--reporting to such employer or another employer to whom he is referred.
- (5) Refusal to accept a bona fide offer of the suitable employment to which he was referred by such office--acceptance by the household member of such employment or of any other employment of at least 30 hours per week.
- (6) Refusal to continue suitable employment to which he was referred by such office--returning to such employment or acceptance of any other employment of at least 30 hours per week.

2228

Registrant Reporting Requirements

Although the ES office should notify the EW of placement actions, this does not relieve a household of its responsibility to report the acceptance of employment or receipt of income from employment from any source by any member of the household in accordance with the reporting requirements for changes in household circumstances specified in 2403.

2229 State Agency Reporting

Project area offices of State agencies shall report activities in connection with administration of the work registration requirement using Form FNS-285, Report of Reduction/Termination of Food Stamp Benefits, which is furnished to State agencies by FNS. (See Page 51 for an example of Form FNS-285.)

Entries to be made on the form are self-explanatory. Most of the required information is a compilation of the effects of certification actions taken as a result of receipt of information statements, which are forwarded in duplicate by ES office, when there has been a referral, placement action, or refusal to comply by the registrant. Other information, such as number of registrations, reductions in benefits, or terminations for refusal to register, may be acquired at the time of certification action. State agencies should insure that this report includes those recipients who are registered for WIN.

The dollar figures in those columns reflecting reductions in amounts of or termination of benefits are intended to be the total reductions in the monthly free coupon entitlement which result from certification action, whether or not coupons were already purchased during the month in which the action was taken. Instructions for forwarding Form FNS-285 are shown on the form. All reports should be mailed by the 10th workday of the second month following the month for which information is being reported. In exceptional circumstances, an extension of this due date may be made subject to approval by FNS

2230 UNLAWFUL STRIKES

In any case of a strike which has been determined unlawful by a court decision currently in force, all households, which contain one or more members involved in the strike and affected by the court order, shall be denied or terminated participation in the program. However, if the household can demonstrate that the member or members involved in the illegal strike are not required to register for work under the exemptions listed in 2222, the household may then be certified for participation, if otherwise eligible.

FORM FNS-285
(9-71)U. S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

REPORT OF REDUCTION/TERMINATION OF FOOD STAMP BENEFITS

FORM APPROVED
OMB NO. 40-R3737

INSTRUCTIONS

LOCAL WELFARE OFFICE: Send the original and two copies of this report to your State Agency; send the fourth copy to your local State or Federal Employment Service Office; and retain the last copy for your records.

STATE AGENCY: Forward the original and second copy to the Food and Nutrition Service Regional Office; retain the third copy.

REGIONAL OFFICE: Forward the original to the Food Stamp Division and retain the second copy for your records.

1. STATE Alabama		3. NAME AND COMPLETE MAILING ADDRESS OF LOCAL OR STATE WELFARE AGENCY Montgomery County Department of Pensions and Security 211 North Decatur Street Montgomery, AL 36104		4. NO. OF HOUSEHOLD MEMBERS REGISTERED THIS MONTH 982
2. REPORTING MONTH December, 1971				5. NO. OF INFORMATION STATEMENTS RECEIVED THIS MONTH 15
6. BENEFITS REDUCED OR TERMINATED THIS MONTH AS A RESULT OF ACCEPTANCE OF EMPLOYMENT				7. BENEFITS TERMINATED THIS MONTH BECAUSE OF FAILURE TO COMPLY WITH REQUIREMENTS
BENEFITS REDUCED	BENEFITS TERMINATED			
35	15	← NO. OF PERSONS →		18
10	6	← NO. OF HOUSEHOLDS →		5
\$ 675.	\$ 325.	← AMOUNT OF BENEFIT REDUCTION FOR ONE MONTH →		\$ 200.
8. REMARKS NONE			9. SIGNATURE OF INDIVIDUAL PREPARING REPORT JOHN DOE	

2250 RESOURCES

Resources are liquid and nonliquid assets. The household shall report all nonexempt resources held at the time of application and any anticipated to be received during the certification period.

The value of the resource will be its fair market value less encumbrances. The fair market value is the amount the resource would bring if for sale or rent on the current market. The value may be computed based on statements made by the applicant, unless the estimated value is unclear or inconsistent. When questionable, the EW should verify the value in accordance with 2255. Resources must be identified on the application in sufficient detail to permit verification. During the interview, the EW shall review with the applicant the resources reported as well as the possibility of unreported resources.

Resources held jointly by separate households shall be considered available in toto to each household, unless it can be demonstrated that such resources are inaccessible as provided for in 2254.7.

The resources of an ineligible alien who is not otherwise excluded from the household as a roomer, boarder, or attendant shall be treated as any other household resource in determining allowable exemptions and the total value of resources available to the household; unless the household can demonstrate that such resources are in fact inaccessible as provided in 2254.7. However, ineligible aliens will not count as household members for the purpose of determining the resource eligibility limit in 2251.1. For more detail on eligibility determinations for households with ineligible aliens, see 2331.

2251 Resource Eligibility Standards

Eligibility will be denied or terminated if the value of non-exempt resources for all household members exceeds:

2251.1 \$3,000

For all households with two or more members when at least one such member is 60 years of age or older, the resource limit is \$3,000.

2251.2 \$1,500

For all other households, including all one-person households, the resource limit is \$1,500.

2252 Nonexempt Resources

The following will be considered resources in determining eligibility:

2252.1 Liquid Resources

Liquid resources which are readily negotiable such as, but not limited to, cash on hand or in a checking account, savings or credit union accounts, U.S. savings bonds, stocks and bonds; and notes receivable, except as exempt in 2254.7.

2252.2 Nonliquid Resources

Nonliquid resources such as real property (buildings; land, etc.) and personal property (boats, aircraft, etc.) not specifically exempted in 2254.

2252.3 All Other Resources

Any other resource not listed as exempt in 2254.

2253 Nonrecurring Lump Sum Payments

Households may from time to time receive lump sums of monies from such sources as insurance policies, sale of property, retroactive Social Security or Railroad Retirement benefits, and income tax refunds.

When such monies are received in one lump sum rather than in recurring payments and the receipt of such monies could not be reasonably anticipated by the household, such sums are to be treated as a resource to the household when received. Recurring and anticipated payments from similar sources, however, will be counted as income when received, as these payments will not qualify as nonrecurring lump sum payments.

The household must report or cause to be reported to the local certifying office the receipt of lump sum payments within 10 days from the date of receipt as required in 2403.

2253.1 Action on Cases Receiving Lump Sum Payments

Upon obtaining information that a certified household has received a nonrecurring lump sum payment, the EW shall review the case file in order to determine if the amount received in addition to the amount of resources listed on the application will exceed the resource limitations for the particular

household. The appropriate action, as outlined below, must be completed within 10 days from the date the report was received:

- (1) If the amount does not exceed the limitation, the case file should be annotated to document the information received. No further action is required.
- (2) If the total amount does exceed the allowable resource limitation, the household should be given an opportunity to update its entire resource statement. If it declines to do so or the amount of resources still exceeds the limit, the EW shall take action to terminate the household's certification as required in 2404.

2254 Exempt Resources

Only the following resources will not be considered in determining eligibility:

2254.1 Home and Lot

The home and lot normal to the community. Subject to FNS approval, the State agency may establish standards to determine if the size of the lot is normal to the community.

2254.2 Vehicles

One currently licensed vehicle used for household transportation and any other vehicles necessary for the employment of household members.

2254.3 Personal Effects

Personal effects including such items as clothing and jewelry.

2254.4 Household Goods

Household goods including such items as furniture and appliances.

2254.5 Life Insurance and Pension Funds

The cash value of life insurance policies and pension funds.

2254.6 Income Producing Property

Property which is producing income consistent with its fair market value, for instance, investment property returning rental income normal for its use; or other property essential

to the employment of a household member such as the tools of a tradesman; machinery, livestock, or land of a farmer; and goods, property, vehicles, etc., used by self-employed persons in their self-employment enterprise.

2254.7 Inaccessible Resources

The cash value of resources not accessible to the household such as, but not limited to, irrevocable trust funds, property in probate, and notes receivable which cannot be readily liquidated.

2254.8 Prorated Income

Money which has been prorated as income for self-employed persons (See 2324) or students (See 2328).

2254.9 Indian Lands

Indian lands held jointly with the Tribe or land that can be sold only with the approval of the Bureau of Indian Affairs.

2254.10 Relocation Assistance

Payments made under Title II of the Uniform Relocation Assistance and Real Properties Acquisition Act of 1970.

2254.11 Domestic Volunteer Service Act

Payments made to volunteers participating in programs sponsored by the ACTION Agency.

2254.12 WIC Program

The value of benefits received under the Special Supplemental Food Program for Women, Infants, and Children (WIC Program).

2255 Verification of Nonexempt Resources

Verification of nonexempt resources is not required unless the EW feels that the declared value has not been accurately estimated by the household or that the household has not declared all nonexempt resources, based on the household's previous economic condition. When verification is required, the household must cooperate in providing the information needed to complete the verification, including providing any authorizations needed to secure such information.

Public assistance rules and procedures may be used to verify or determine the value of real or personal property when such rules or procedures are designed to compute the fair market value. The State agency may not use public assistance rules designed to restrict disposal of excess resources to determine eligibility for food stamp benefits.

2256 Verification of Liquid Resources

The EW may evaluate the household's past circumstances and present living standards to determine the possible existence of liquid assets if none are reported. Verification may be sent through nearby banks and savings institutions to establish that the household does not have accounts at such institutions. The verification will reveal the amount of any liquid assets held by the household and will show any recent activity (withdrawal, deposit) in the account. The EW may inquire where the household cashes checks, or what banks or institutions were used for past transactions, or what source of financing was used for past transactions or recent major purchases.

2257 Verification of Nonliquid Resources

The following techniques may be used to verify the value of non-exempt nonliquid resources or to show that property is producing income commensurate with its fair market value, when such information is questionable:

2257.1 Personal Property

Although the value of other items of personal property may be verified from time to time, emphasis is placed on determining the value of nonexempt vehicles as a resource. The primary verification for ownership is clearance with the State agency responsible for registration and licensing of the vehicle in question. For example, in the case of motor vehicles, this agency can establish whether the recipient owns a vehicle and, in some States, the value of such vehicle. Information available would include the purchase price of the vehicle, encumbrances against the vehicle, and the name of the organization financing the purchase. This will aid in evaluating the effect of car ownership on eligibility. The State motor vehicle registration agency can also be used to establish nonownership of other vehicles.

The National Automobile Dealers' Used Car Guide or "blue book" of car valuations can be used to establish the value of motor

vehicles. Car dealers can also give an approximate valuation based on make, year, and model of the vehicle. When such sources are used, the EW should account for encumbrances and the condition of the vehicle (particularly if it is inoperative) before assigning a value.

2257.2 Income Producing Property

When it is necessary to determine if property is producing income consistent with its fair market value, the EW may contact local realtors, local tax assessors, the Small Business Administration, Farmer's Home Administration, or other similar sources to determine the prevailing rate of return, e.g. square foot rental, for similar usage of real property in the area.

If the EW determines that the property is not producing income consistent with its fair market value, for instance, the property is being leased for a token payment, such property would be counted as a resource. However, if the property was leased for a return that was comparable to other property in the area leased for similar purposes, it would be considered as producing income consistent with its fair market value and would not be considered a resource.

All findings should be thoroughly documented in the case file.

Property exempt as essential to employment need not be producing income consistent with its fair market value. For instance, the land of a farmer is essential to his employment; a good or bad crop year would not affect the exemption of such property as a resource.

2260 INCOME

Except for the exclusions specified in 2263, all payments received by or made on behalf of household members will be income for food stamp purposes. The income considered is normally that received over the period of certification. As this is generally a future period, the income considered is that anticipated by the household.

In addition, adjustments in the form of deductions are allowed for certain household expenses which detract from the household's ability to meet normal costs of living.

2261

Income Eligibility Standards

The income eligibility standards are used to determine the eligibility of NA households. These standards are based on the adjusted net monthly food stamp income of the household. This adjusted monthly income is computed by adding together nonexcluded income received by all household members and then subtracting the deductions provided in 2264. The adjusted monthly income represents the income available to the household for normal expenses, including food, and is used to determine the purchase requirement for all households.

To be eligible for food assistance, the adjusted monthly income of NA households shall not exceed the higher of:

- (1) The maximum allowable monthly income shown below:

48 States and the District of Columbia

<u>Household Size</u>	<u>Maximum Allowable Income</u>	<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	\$194	11	\$1072
2	273	12	1145
3	393	13	1218
4	500	14	1291
5	593	15	1364
6	680	16	1437
7	767	17	1510
8	853	18	1583
9	926	19	1656
10	999	20	1729
		Each additional member	+73

- (2) For Michigan, Washington, and Wisconsin, the maximum allowable monthly income standards for the one-person household shall be the standard in effect in such State prior to July 29, 1971;
- (3) For Alaska, Hawaii, Guam, and Puerto Rico, the maximum allowable monthly income standards are shown in the exhibit section of this handbook and will be distributed to the appropriate State and Regional Offices only.

2262 Nonexcluded Income

For the purposes of the Food Stamp Program, income will mean the following when received by household members:

2262.1 Wages

All compensation for services performed as an employee, except as excluded in 2263.1. Generally such income will entitle the household to deductions allowed in 2264.1 and 2264.2.

2262.2 In Kind Shelter

The actual value of housing received by a household member from his employer as income in kind, in lieu of or supplemental to his income. In no event shall more than \$25 of the actual value be considered income to any one household. No value will be assigned to in kind housing which has been condemned or declared substandard under Federal, State, or local housing codes.

The value assigned to such housing shall be its rental value as comparable with similar housing in the community. The value will not include the utility payments made on behalf of the household when such payments are identifiable and separate. Such payments shall be included as vendor payments and counted separately as income.

When two or more households occupy the same shelter, the actual value as determined above shall be evenly divided among the households; and that amount or the \$25 maximum, whichever is lower, counted as income for each household.

EXAMPLE

Two households share a house provided free by their common employer. The rental value of the housing is \$80 per month. Evenly divided, each household would be assigned an actual value of \$40. However, as this exceeds the maximum, only \$25 would be counted as income to each household.

EXAMPLE

Two households share a house provided free by their common employer. The rental value of the housing is \$32 per month. Evenly divided, each household would be assigned an actual value of \$16. As this is within the \$25 maximum, \$16 would be the income assigned to each household. This would not be altered even if only one household applied for food stamps.

2262.3 Self-Employment Income

Net adjusted income from self-employment, which will be the total gross income from such enterprise (including the total gain received from the sale of any capital goods or equipment related to such enterprise) less the cost of producing that income. See 2324 for procedures to determine the adjusted income from self-employment.

2262.4 Training Allowances

Payments received from or paid on behalf of the household by the Work Incentive Program, Manpower Training Programs, or similar vocational and rehabilitation programs sponsored by State or local governments. Households receiving training allowances are entitled to the deduction provided in 2264.1.

2262.5 Assistance Payments

Payments received from federally aided public assistance programs, general assistance programs, or other assistance programs based on need. See 2322 for additional procedures in determining the eligibility of households receiving assistance payments.

2262.6 Foster Care Payments

The total payment made to a household on behalf of a legally assigned foster child or adult.

2262.7 SSI, Annuities, Pensions

Payments received as an annuity; pensions; retirement or disability benefits; veterans, workmen's or unemployment compensation; old-age, survivors, or strike benefits; or from the Supplemental Security Income (SSI) Program.

2262.8 Educational Grants

Scholarships, educational grants, fellowships, deferred payment loans, and veteran's educational benefits. Households receiving such payments should have their eligibility determined as specified in 2328.

2262.9 Support and Alimony

Payments received for support and alimony.

2262.10 Vendor Payments

Payments in money, except those for medical costs, made on behalf of the household by a person other than a member of the household. Such payments may be made by private or government sources, for instance, housing allowances from Housing and Urban Development (HUD) would be an example of a government vendor payment. To qualify as a vendor payment, there must be an identifiable payment on the household's behalf, the major benefit from which accrues to the household rather than the payer. If there is no identifiable payment or if the major benefit from such payment accrues to the payer and not the household, such benefit shall be considered income in kind and not income to the household.

— EXAMPLE —

A household is living rent-free in a house owned by a nonhousehold member; for instance, a son may let his parents live rent-free in a house he owns. The son may make mortgage payments on that house but the major benefit from those payments accrue to him in the form of equity in the house rather than to the parents as free rent. The use of the house in this case would be considered income in kind and not income to the parents.

On the other hand, if the son rents a house in which he lets his parents live rent-free, the son receives no benefits from the rental payments. In this case the payments are vendor payments and count as income to the parents.

2262.11 Prizes, Gifts, Awards

Money payments as prizes, gifts, or awards when such payments are received for the expenses of education, for support, or for maintenance. Such money payments when received for purposes other than education, support, or maintenance shall be excluded as lump sum payments under 2263.9. Noncash prizes, gifts, or awards are excludable as income in kind under 2263.4.

2262.12 Roomer Payment

The total amount of a roomer's payment to the household.

2262.13 Boarder Payment

The total amount of a boarder's payment to the household minus the value of a one-person coupon allotment. Individuals must qualify as a boarder under 2102.2. The deduction of a coupon allotment will then be allowed for each such boarder representing that portion of the boarder's payment required for the household to provide the boarder his food needs. Persons receiving meals and lodging but not making the minimum payment shall be treated as any other household member. Persons receiving board only but not making the minimum payment to qualify as boarders will, therefore, not be allowed the deduction of the coupon allotment, but will have their total payment to the household counted as household income.

2262.14 Income of Ineligible Aliens

Ineligible aliens excluded from the household as roomers or boarders shall have their payments to the household treated in the same manner as any other roomer or boarder payment, including the appropriate deduction for boarders in 2262.13. Ineligible aliens who are an integral part of the economic unit of the household shall have their total income minus a deduction for a one-person coupon allotment included as income to the household unless the household can demonstrate that such income is not accessible for their needs. The eligibility of households containing an ineligible alien should be determined in accordance with 2331.

2262.15 All Others

Payments received from government-sponsored programs such as Agricultural Stabilization and Conservation Service programs; rental income, dividends, interest, royalties, or similar recurring payments; payments received as an advance or reimbursement for volunteer or work-related services; payments to the household from a wage earner absent from the household because of his job; or all other payments not specifically excluded in 2263 from any source whatever which may be construed to be a gain or benefit.

2263 Income Exclusions

Income from certain sources will be excluded for food stamp purposes under mandate of law. Other income has been excluded for administrative reasons. Excluded income ordinarily need not be verified; however, for households at zero or very low income levels, the presence of excludable income may explain their continued existence at apparent no income levels. Only the following payments received by household members will not be considered income to the household:

2263.1 Earnings of Child

Income received as compensation for services as an employee or income from self-employment by a child residing in the household who is under 18 years of age and who is attending at least halftime, as defined by the institution, a kindergarten or preschool, a grade school, high school, vocational school, college, or university.

This exclusion does not apply to the training allowances or educational grants received by the child. Nor will it apply if the student is an emancipated minor or living alone as he no longer can be considered a child residing in the household.

The exclusion of this income will not be altered by temporary interruptions in the school attendance, such as semester or summer vacations, provided the child's enrollment will resume following the break.

2263.2 Relocation Assistance

Payments received under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The following payments are included under Title II:

- (1) Payments to persons displaced as a result of the acquisition of real property.
- (2) Relocation payments to a displaced homeowner toward the purchase of a replacement dwelling. Such payment may only be to a displaced owner who purchases and occupies a dwelling within 1 year following displacement.
- (3) Replacement housing payments to displaced persons not eligible for a homeowner's payment.

2263.3 Irregular Income

Income which is received too infrequently or irregularly to be reasonably anticipated as available during a 3-month period, provided such infrequent or irregular income of all household members will not exceed \$30 in a 3-month period. Such income may be from odd jobs where the household cannot predict the frequency of work or receipt of payments except to estimate it as under \$30 in a 3-month period. Also, prizes, gifts, awards, or vendor payments, such as purchase requirement payments made by Emergency Food and Medical Services, which are not anticipated and unlikely to be repeated, and are under \$30 for the quarter, may be excluded under this provision.

2263.4 In Kind Payments

Any gain or benefit which is not in money, such as produce from a garden, except for shelter from an employer to an employee as provided in 2262.2. In addition, certain identifiable payments on behalf of the household by nonhousehold members when the major benefit of such payment accrues to the payer rather than the household shall be considered in kind payments. (See 2262.10 for example).

2263.5 Medical Vendor Payments

Payments in money for medical costs made on behalf of the household by a person other than a member of the household.

2263.6 Loans

All loans, except loans on which repayment is deferred until completion of the applicant's education which are counted as income under 2262.8. Loans should not be confused with advances on income which are counted as income when received (See 2325.1).

2263.7 Domestic Volunteer Service Act

Payments received by volunteers for services performed in programs stipulated in the Domestic Volunteer Service Act of 1973. Programs include Foster grandparents, Older Americans Community Service Programs, Retired Senior Volunteer Program, Service Corps of Retired Executives, VISTA, and other programs coordinated by ACTION.

2263.8 WIC

Payments or benefits received under the WIC Program.

2263.9 Nonrecurring Lump Sum Benefits

Nonrecurring lump sum payments such as one-time payments from insurance settlements; sale of property except as related to self-employment in 2262.3; cash prizes, awards, or gifts other than those specified in 2262.11; inheritances; retroactive Social Security and Railroad Retirement pension payments; income tax refunds; and similar payments. Any of the above payments received in recurring rather than lump sum payments will count as income. Nonrecurring lump sum payments will be treated as a resource under 2253.

2264 Income Deductions

The following expenses will be the only deductions allowed to arrive at a household's adjusted monthly income. To be eligible for a deduction, the expense must be incurred by and paid for a household member, except where noted. For the purpose of determining allowable deductions, ineligible aliens who are an integral part of the household's economic unit shall be considered as any other household member. The household must pay the expense or anticipate payment during the certification period in which the deduction is claimed. The expense is still deductible even if payment is made from resources or nonexcluded vendor payments.

2264.1 Work Allowance

Ten percent of income received as compensation for services performed as an employee or monies received as a training allowance not to exceed \$30 per month per household. The 10 percent shall be computed based on gross income from the following sources prior to any mandatory or other deductions:

- (1) Compensation for services as an employee (See 2262.1) or training allowances (See 2262.4).
- (2) Any income attributable to the furnishing of housing to a household by an employer (See 2262.2). Any vendor payments made on behalf of an employee by an employer or a trainee by the training program or sponsor.

The 10 percent deduction does not apply to the following income:

- (1) Monies previously listed as excluded shall not be used in calculating the amount of this deduction, including income excluded under 2263.1.
- (2) Income received as compensation from a self-employment enterprise.
- (3) Monies received as scholarships, deferred payment loans, or the expenses of education or from any other source or which are not included in the definition of training allowances (See 2262.4).

The ten percent deduction is intended to cover those expenses incidental to employment and/or training such as transportation, meals away from home, special clothing and other incidentals necessary for such employment or training.

2264.2 Mandatory Deductions

Mandatory deductions from earned income which are not elective at the option of the employee which are for local, State, or Federal income tax withholding payments, Social Security taxes, mandatory retirement payments, and mandatory union dues. The payment of union dues shall be considered mandatory even in those States with right to work laws. In addition, mandatory deductions may include amounts garnished from wages only to the extent that these amounts would be allowable deductions if paid separately under any of the following categories.

2264.3 Medical Expenses

The total costs for medical expenses, exclusive of special diets, when the cost exceeds \$10 per month per household. When the cost does exceed \$10 per month, the total cost for medical expenses shall be deducted. If the cost is only \$10 or less, no deduction will be allowed.

Medical costs include the payment for medical or dental services; hospitalization or nursing care, including costs specified in (1) below; prescribed drugs, including insulin or other over-the-counter medication when prescribed by a medical practitioner; health and hospitalization policy payments (excluding costs of health and accident or income maintenance policies); medicare

payments; costs of prosthetics, including the costs of securing and maintaining a seeing eye dog as specified in (2) below; reasonable cost of transportation necessary to secure medical treatment or services; and the cost as determined in (3) below of an attendant, housekeeper, or child care services necessary due to age, infirmity, or illness.

- (1) Payments by the household for hospitalization or nursing care of an individual who was a household member immediately prior to entering a hospital or nursing home shall be deductible.
- (2) For households which incur the expense of a seeing eye dog, the cost of dog food and veterinarian bills and other maintenance costs may be included in the computation of the medical expense. If actual costs are not available, the State may use a standard deduction, approved by FNS, for the use and maintenance of a seeing eye dog. The former PA standard or a new standard developed by the State may be used.
- (3) The amount deducted for an attendant or housekeeper who is necessary for medical care reasons will be the amount actually paid to the attendant or housekeeper. In addition, for those households who furnish the attendant or housekeeper the majority of his meals, a deduction equal to the value of the one-person monthly coupon allotment will also be made.

Deductions for so-called "medicine chest" supplies, not covered above, may not be made. In addition, the amount to be deducted will be that amount actually paid during the certification period, even though part may be reimbursable through insurance. Reimbursement payments will be treated as lump sum payments when received in accordance with 2253.

2264.4 Child Care

Payments for the care of a child or other persons when necessary for a household member to accept or continue employment or training or education which is preparatory for employment. The amount deducted for an attendant or housekeeper who is necessary for such care will be the amount actually paid to the attendant

or housekeeper. In addition, for those households who furnish the attendant or housekeeper the majority of his meals, a deduction equal to the one-person monthly coupon allotment shall be made.

2264.5 Tuition and Mandatory Fees

Tuition and mandatory fees assessed by educational institutions. No deduction shall be allowed for any other educational expenses such as, but not limited to, the expense of books, school supplies, meals at school, and transportation. Moreover, no deduction shall be permitted for educational expenses of a student who is not a household member during the certification period in which the deduction is claimed. For additional instructions on determining eligibility of households with students see 2328.

2264.6 Support and Alimony Payments

Support and alimony payments which are court ordered. Such payments made voluntarily or in amounts which exceed the order of the court shall not be deducted except as specified in the court order.

2264.7 Unusual Expenses

Unusual expenses incurred due to an individual household's disaster or casualty losses which could not be reasonably anticipated by the household. A disaster loss can affect one or a number of households, although not so many as to necessitate a disaster declaration from FNS. In such situations, the damage is generally severe and households are forced to evacuate their homes. Occasionally, evacuation will also result from the threat of a natural disaster, and this too can result in unusual household expenses. A casualty loss on the other hand will rarely affect more than one household and generally the household will be able to remain in the home.

Unusual expenses resulting from a household's disaster or casualty losses will include:

- (1) The cost of replacing or repairing essential items of property damaged or destroyed through vandalism, theft, fire, flood, tropical storms, or by the elements.

- (2) The expense incurred in moving from an area evacuated due to the threat or onset of a natural disaster and the cost of protecting property left in an evacuated area.
- (3) The cost of temporary shelter when a household is forced to leave its normal residence as a result of a natural disaster or casualty loss. Payments which such household continues to make on the normal residence will be included as part of the shelter costs and may be deductible under 2264.8.
- (4) In addition, an unusual expense will include funeral costs of individuals who were household members prior to death, including those who were household members prior to hospitalization or other care; and of any person for whom the household head would normally have financial responsibility. A deduction will be made for only that portion of such costs which are not reimbursable through Social Security, veterans' benefits, insurance, or the State government; and the cost appears reasonable, for instance, the expense of a wake would not be a reasonable cost.
- (5) The expense allowed in the above categories will be that paid or anticipated to be paid during the certification period in which claimed, even though part may be reimbursable through insurance. Reimbursement payments will be treated as a lump sum payment when received in accordance with 2253. In addition, amounts paid in goods or money by a private or public charitable organization will not be deductible.

Unusual expenses will not be allowed for:

- (1A) The cost for repair or replacement of property, clothing, etc., which becomes necessary due to mechanical failure, wear and tear, obsolescence, or any other occurrence not directly connected to the individual household disaster.
- (2A) The cost for repair or replacement of any nonessential item, such as, but not limited to, a car or other vehicle.

- (3A) The cost of food destroyed or lost as a result of an individual disaster, except as provided below.

Households which incur unusual expenses because of a disaster or casualty loss are in no way exempt from normal certification requirements. They must complete the entire application and register for work as any other household. The EW shall not assume the total absence of income or resources for households suffering a disaster or casualty loss as in many instances the employment and resources of such households are not affected by the disaster. When an applicant household claims an unusual expense, the EW shall:

- (1B) Review the application to assure that all program requirements have been met and that the unusual expenses being claimed are allowable. If the household is temporarily sharing shelter with another household because of damage to their normal residence, each household will be treated as separate economic units even though they may not purchase and store food separately.
- (2B) Review household circumstances in terms of the emergency criteria provided in 2313 to determine if households qualifying as zero purchase after the normal income computation may be certified for 30 days without completing verification. However, the EW shall verify that the disaster or casualty loss did occur. The unusual and other expenses used in the income computation shall be only those expected to be paid during the 30-day period of certification. Households may estimate such expenses and if they appear reasonable, no verification is required.
- (3B) However, when the above households submit an application for certification subsequent to their 30-day certification or for any household where the income computation does not result in a zero purchase level, complete the normal verification requirements including the verification of unusual expenses which appear questionable.
- (4B) Obtain supervisory approval for all applications where an unusual expense has been allowed.

In the event that food coupons or food purchased with such coupons are lost, stolen, or destroyed, the household may request a second allotment of coupons be authorized during the month in which the individual disaster occurred. In making a determination, the EW shall, after verification of such loss, determine whether the household will need additional food supplies prior to the household's next regularly scheduled issuance. The amount of coupons issued shall be that amount which will be required by the household for the period of time remaining until the household's next issuance date. In no event may less than a quarter monthly allotment be provided. An amount equal to the original purchase requirement shall be deducted to determine the income on which coupons will be issued. No deduction or second issuance may be made for a household after the next scheduled issuance date.

2264.8 Shelter Costs

Shelter costs in excess of 30 percent of the household income to be calculated after all other allowable deductions have been made.

Shelter costs will include only the following:

- (1) Payments made on the shelter occupied by the household, whether such payment is made as rent, mortgage, or other payment leading to the ownership of such shelter, including interest on such payments.
- (2) Payments for heating, cooking fuel, electricity, water and sewer, garbage and trash collection fees and the basic service fee for one telephone (including tax on the basic fee), whenever such payments are made separately from shelter payments in (1) above.
- (3) Property taxes, State and local assessments, and insurance on the structure itself, but not separate costs for insuring furniture or personal belongings.
- (4) Any of the above costs when paid by vendor payments which were included as income.

Not to be included in shelter costs are:

- (1A) Fees charged for deposit on utilities including telephone, or damage or advance deposits on rental property.

(2A) Repairs or replacement of any appliance or any portion of the home due to wear and tear or mechanical problems.

(3A) Any costs related to housing not actually occupied by the household, except when such shelter has been temporarily abandoned by the household as a result of a natural disaster or casualty loss (See 2264.7).

The State may develop, subject to FNS approval, standard utility allowances for use in calculating shelter costs. FNS approval is contingent upon agreement by the State that reviews of such standards will be made on an annual basis to reflect deviations revealed by quality control, State agency surveys of utility companies, or based on other methods developed by the State and approved by FNS. The State agency shall develop different standards to reflect seasonal variations in utility costs (for instance, spring and summer rates then fall and winter rates), unless it can demonstrate that such variations do not warrant separate standards. In addition, the State may have more than one standard allowance to reflect other types of variations (e.g., different standards for urban and rural areas).

However, in all instances, the actual utility costs must be used for any household that so requests and can verify by the presentation of paid bills for previous months that such utility bills are higher than the standards and can reasonably be predicted to continue for the certification period. This request may be made at time of initial application and at any subsequent certification; however, households may not ask to switch between actual costs and the utility standard or vice versa, during a certification period.

The following simplified table may be used to determine excess shelter costs, if any. Locate the correct income bracket on the table. The income figure to be used will be income minus all other allowable deductions. The shelter standard for this income bracket represents the 30 percent figure. If the household's total shelter costs exceed the shelter standard, subtract the shelter standard from shelter costs to determine excess shelter costs.

<u>Income</u>	<u>Shelter Standard</u>	<u>Income</u>	<u>Shelter Standard</u>
\$ 0 - \$ 29.99	\$ 0	\$420 - \$429.99	\$126
30 - 39.99	9	430 - 439.99	129
40 - 49.99	12	440 - 449.99	132
50 - 59.99	15	450 - 459.99	135
60 - 69.99	18	460 - 469.99	138
70 - 79.99	21	470 - 479.99	141
80 - 89.99	24	480 - 489.99	144
90 - 99.99	27	490 - 499.99	147
100 - 109.99	30	500 - 509.99	150
110 - 119.99	33	510 - 519.99	153
120 - 129.99	36	520 - 529.99	156
130 - 139.99	39	530 - 539.99	159
140 - 149.99	42	540 - 549.99	162
150 - 159.99	45	550 - 559.99	165
160 - 169.99	48	560 - 569.99	168
170 - 179.99	51	570 - 579.99	171
180 - 189.99	54	580 - 589.99	174
190 - 199.99	57	590 - 599.99	177
200 - 209.99	60	600 - 609.99	180
210 - 219.99	63	610 - 619.99	183
220 - 229.99	66	620 - 629.99	186
230 - 239.99	69	630 - 639.99	189
240 - 249.99	72	640 - 649.99	192
250 - 259.99	75	650 - 659.99	195
260 - 269.99	78	660 - 669.99	198
270 - 279.99	81	670 - 679.99	201
280 - 289.99	84	680 - 689.99	204
290 - 299.99	87	690 - 699.99	207
300 - 309.99	90	700 - 709.99	210
310 - 319.99	93	710 - 719.99	213
320 - 329.99	96	720 - 729.99	216
330 - 339.99	99	730 - 739.99	219
340 - 349.99	102	740 - 749.99	222
350 - 359.99	105	750 - 759.99	225
360 - 369.99	108	760 - 769.99	228
370 - 379.99	111	770 - 779.99	231
380 - 389.99	114	780 - 789.99	234
390 - 399.99	117	790 - 799.99	237
400 - 409.99	120	800 - 809.99	240
410 - 419.99	123	810 - 819.99	243

For households in excess of \$819.99, use the following formula: Extend income bracket in \$10 intervals and the shelter standard in \$3 intervals. The shelter standard for the household would be the amount determined by extending the table to include the amount of the household's net income. Example: If a household's net income is \$825, the income bracket would be extended from \$820-829.99 and the shelter standard would be increased to \$246, etc.

2265 Verification of Income

Since income is the basic criterion set by Congress in determining eligibility for program participation, it must be verified. Verification in many cases may consist merely in verifying and documenting past income which may reasonably be expected to continue during future months of participation. In other cases, an applicant household will be aware of probable changes in income during the certification period which should be verified and taken into account in establishing eligibility and the basis of coupon issuance.

2265.1 Initial Certification

Gross nonexempt income from all sources and mandatory deductions from income must be verified. Other income deductions must be verified only when the information supplied by the applicant is inconsistent or questionable.

2265.2 Subsequent Certifications

The above verification criteria apply at subsequent certifications except that if the subsequent certification occurs prior to or within 30 days of the expiration of the previous certification, income need not be reverified unless the source of income has changed or the amount of income reported has changed by more than \$25. However, any inconsistencies within the application itself or in comparison to previous applications would require verification.

2265.3 Income Verification Techniques

For PA recipients who are members of a NA household, the PA case file will normally be used as verification.

The primary source of verification for earnings and other income of other than assistance recipients is the applicant himself. Verification of such income may be made from documentary sources such as pay stubs or from verbal statements from the employer or agency from which the income is received or from other persons who have knowledge of the household's income. In all instances, the method of verification must be recorded in the case file.

In addition to verifying reported income, the EW may have occasion to explore the possibilities of unreported income. When the applicant states that he has no earnings or other income and the applicant is employable or it appears he may be eligible for other benefits such as Retirement, Survivors, and Disability Insurance (RSDI), unemployment compensation, or public assistance, it may be necessary to verify that he is not receiving income from such sources. Additional situations in which the possibility of unreported income should be investigated are difficulty in finding the head of the household at home, seasonal employment in the area which is at its peak, shelter costs higher than reported income, or similar questionable situations.

In verifying earned income of an individual, the following documents or records are generally available through the applicant:

- Pay stubs
- Pay envelope
- Employee's W-2 Form
- Wage tax receipts
- State or Federal income tax return
- Self-employment bookkeeping records
- Sales and expenditure records

Verification from other sources might include:

- Employer's wage records
- Statement from employer
- Employment Security Office
- State Income Tax Bureau

In verifying other income to the household, the following documents or records are generally available through the applicant:

- RSDI award letter (changes in benefits will not always be reflected)

- Benefit payment check
- Unemployment Compensation award letter
- Pension award notice
- Veterans Administration award notice
- Correspondence on benefits
- Income tax records
- Railroad Retirement award letter
- Support and alimony payments evidenced by court order, divorce or separation papers, contribution check

Verification from other sources might include:

- BENDEX System (See 2265.4)
- Social Security (Form SSA-1610)
- Social Security District Office files
- Bureau of Employment Security - Unemployment Compensation Section
- Employer's records
- Union records
- Workmen's Compensation records
- Veterans Administration
- Insurance company records
- Tax records
- Railroad Retirement Board records

2265.4 Social Security Income

The Beneficiary Data Exchange (BENDEX) system is a supplemental method of verification for use by State agencies. It is not necessarily to be used for all households who receive income from Social Security benefits. It may be possible to verify Social Security benefits based on documentation furnished by the applicant household. In such situations, verification through BENDEX would not be necessary.

When verification of a NA household's reported receipt of Social Security benefits is accomplished through the BENDEX system, household income for certification and/or review purposes will be calculated using the Social Security benefit amount reported by the household, pending the receipt of the BENDEX verification. Such households must have all other income verified and documented in accordance with the procedures in 2265.

Discrepancies between benefit information supplied by the household and the BENDEX verification will be reconciled through the use of procedures currently established between the Social Security Administration, Social and Rehabilitation Service, and the State agency. The procedures include EW contact with the affected household.

The EW is responsible for ensuring that all household members, whose receipt of Social Security benefits is verified through BENDEX, sign a Social Security Information Release Form/BENDEX Food Stamp Data Form prior to submission of the request for verification. (See Page 78 for format).

The Social Security Administration must be informed by a State agency intending to use BENDEX for verification of Social Security benefits of NA households at least 30 days prior to the initial submission of verification requests.

State agencies desiring to use BENDEX as a verification method shall submit an amendment to their Plan of Operation to specifically state the areas which will use this method. FNS approval of this amendment is mandatory prior to use.

2265.5 Verification of Mandatory Deductions

All mandatory deductions must be verified in the same manner as income. Verification of mandatory deductions may be through reference to pay stubs, employer's statements, or similar sources. If the amounts cannot be verified, no deduction will be made. Amounts deductible as mandatory deductions for self-employed individuals will be computed in accordance with 2324.

SOCIAL SECURITY INFORMATION RELEASE FORM/BENDEX FOOD STAMP DATA

Directions: When BENDEX is to be used to verify Social Security benefit payments claimed by an applicant household, each member claiming such benefits shall sign one of these forms prior to certification or recertification. A parent or legal guardian may sign for their children who are receiving Social Security benefits.

A. TO- STATE AGENCY	RETURN TO: FOOD STAMP CERTIFICATION OFFICE												
B.	CARD COLUMNS AND PUNCHING												
1. CLAIM NUMBER (10-12 positions) (start in 1)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12
1	2	3	4	5	6	7	8	9	10	11	12		
2. SURNAME (first 12 letters) (start in 13)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> </table>	13	14	15	16	17	18	19	20	21	22	23	24
13	14	15	16	17	18	19	20	21	22	23	24		
3. FIRST NAME (first 7 letters) (start in 25)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table>	25	26	27	28	29	30	31					
25	26	27	28	29	30	31							
4. MIDDLE INITIAL (1 position)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>32</td> </tr> </table>	32											
32													
5. SEX (1-male, 2-female) (1 position)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>33</td> </tr> </table>	33											
33													
6. DATE OF BIRTH (2 pos. mo., 2 pos. day, 2 pos. yr.)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td>39</td> </tr> </table>	34	35	36	37	38	39						
34	35	36	37	38	39								
7. FOOD STAMP CASE NUMBER (12 positions Max.)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>40</td><td>41</td><td>42</td><td>43</td><td>44</td><td>45</td><td>46</td><td>47</td><td>48</td><td>49</td><td>50</td><td>51</td> </tr> </table>	40	41	42	43	44	45	46	47	48	49	50	51
40	41	42	43	44	45	46	47	48	49	50	51		

REMARKS:

C. RELEASE I, _____ (name) _____, (Social Security No.), hereby authorize the Social Security Administration to furnish to the (name of State welfare agency) information about benefits paid to me for the purpose of determining my eligibility to participate in the Food Stamp Program.

D. AUTHORIZED BY _____

DATE _____

2300 ELIGIBILITY DETERMINATIONS

2301 DETERMINING ADJUSTED NET MONTHLY FOOD STAMP INCOME

The determination of NA eligibility and the basis of issuance for all households is based on the adjusted net monthly food stamp income and household size. The income and expenses reported by the applicant will not necessarily be in terms of monthly amounts and it will be up to the EW to convert these sums prior to a determination. In addition, all incomes are subject to varying degrees of fluctuations. To the extent possible, these fluctuations should be resolved to permit the longest certification period permissible. The following techniques are generally available to the EW in determining the household's adjusted monthly income. For application of these principles to specific household situations, see 2320.

2302 Income and Deduction Factors

The income and expense figures used to determine adjusted monthly income are those anticipated during the certification period. Past amounts are useful as indicators of what may be anticipated in the future, but any changes expected during the certification period must be accounted for in determining adjusted monthly income. For instance, a one-time payment made prior to certification would not be allowed as a deduction during the certification period. However, prior payments made by the household, if likely to continue into the future, may be used to establish the amount to be deducted during the certification period.

2303 Averaging

The most common means of converting income and expenses to monthly amounts is by averaging. Income received or expenses paid more often than once a month should be converted to a monthly figure by use of a multiplier in the following manner:

- (1) Weekly income - multiply by 4.3 or 4 1/3.
- (2) Biweekly income - multiply by 2.15 or 2 1/6.
- (3) Twice monthly - multiply by 2.

Income received or expenses paid less often than once a month may be averaged over the certification period. For instance, interest or dividends credited quarterly would be averaged over the certification period. Likewise, if an annual expense such as payment of a household's property taxes occurs within the certification period, it would be averaged by the number of months in that period. Alternatively, such income and expenses may be handled under provisions in 2304.

Income and expenses which are reported as monthly amounts, or have been converted to such, can still vary within the certification period. In such cases, the EW may continue to average to arrive at one basis of issuance for the entire certification period or use the method in 2304. In making this determination, the EW should consider whether the fluctuation is such that a single purchase requirement based on the average would make it difficult or impossible for the household to purchase coupons during the months when usable income is at its lowest level. In such cases, a variable basis of issuance may be appropriate or the household may be assigned certification periods to cover only the periods of stability.

2304 Variable Basis of Issuance

The EW may use the household's actual income and expenses in lieu of averaging even though these amounts will vary from month to month to determine eligibility and basis of issuance. For instance, if it is known in which month a particular expense will occur, such as the payment of a medical expense, that amount may be deducted in its entirety during the month paid rather than averaged over the length of the certification period. The result will be a varying basis of issuance over the period of eligibility reflecting the household's fluctuating cash flow. This method is particularly appropriate in those instances where averaging would require the recipient to pay the same purchase price each month even though he had large expenses for one or more months which would limit his purchasing ability.

2310 CERTIFICATION PERIODS

The assignment of a certification period to an applicant household is based on the probability of changes in the status of the household. State agencies should use the guidelines below in establishing the period of eligibility.

The prescribed periods allowable represent only maximum time periods. The EW should exercise flexibility and assure that the assigned period represents, with consideration of the maximum periods, the time frame best suited to the individual household. A household need not be assigned the same certification period at each new certification, but rather assigned a new period of time based on a new review of the circumstances and needs of the individual household.

Eligibility for program benefits will cease at the end of each assigned certification period. Therefore, each household shall be notified of the expiration date of such period in accordance with 2351 so that the household may, if it so desires, make timely application for a new certification in order to prevent a loss of benefits.

2311 PA Households

In accordance with DHEW instructions, PA households are subject to a review of their continuing eligibility for PA benefits on a periodic schedule.

It is recommended that all PA households be certified for program benefits until their actual PA review date. The EW may assign a definite certification period to PA households; however, such a practice might result in the termination of food stamp benefits for PA households whose review of PA eligibility is not accomplished as scheduled. In other instances, households terminated from PA might continue to receive food stamp benefits by virtue of a certification period which, after termination of PA eligibility, has no further validity, and the household may, therefore, receive benefits to which it is not entitled.

In any event, the EW must make a review of food stamp eligibility at the same time the review of continuing PA benefits is made. Households whose PA benefits are to be reduced or terminated shall also be notified that food stamp benefits will also be terminated or reduced, if applicable. However, all households notified of termination of benefits should be further notified that they may make application for food stamp benefits as a NA household.

2312 NA Households

NA households shall be certified for periods of time based on the stability of income, household composition, and other

factors which may affect eligibility. In addition, anticipated changes should be considered in establishing when a new certification is necessary.

The following are maximum periods for NA household certification. The EW may assign lesser periods of time when a review of the individual household circumstances indicates that the household would be better served by assignment of a lesser period, or when assigning a lesser period would promote maximum effectiveness and efficiency of program operations. In addition, the EW may shorten the assigned certification period if a change in household circumstance so warrants (See 2402).

2312.1 Normal Certification Periods

The normal certification period for NA households shall be 3 months, except as follows or when the EW determines that a period less than the maximums set below would better suit a household's individual circumstances.

2312.2 Unstable Households

Households may be assigned a lesser period than 3 months when there is a possibility of frequent changes in income and household status; for example, day laborers and migrant workers during the work season whose income is uncertain and subject to extreme fluctuations due to availability of employment, weather, and other circumstances.

2312.3 Strikers

Households containing one or more persons subject to a lock-out or on strike from their source of employment shall be certified for periods not in excess of 1 month. However, longer periods of certification may be assigned provided the State agency has developed a procedure, approved by FNS, which will enable the EW to locate and terminate such households on a timely basis at the end of the strike or lockout.

2312.4 Half-Month Certification

Households may be assigned a half month certification period upon initial application when it is required to phase the household into the system and provide for immediate food needs for a short period of time or to provide immediate food

assistance to a household previously without income when income is anticipated that month but not until after the end of the half-month certification period. In no event shall a household be assigned less than a half-month certification period.

2312.5 Stable Households

Households may be certified for periods of up to 6 months if there is little likelihood of changes in income or household status. These households would normally have a stable work and income record and would not anticipate changes which would affect income, including the possibility of large expenses incurred for medical or other allowable deductible items.

2312.6 Unemployable Households

Households consisting of unemployable persons with very stable income may be assigned certification periods of up to 12 months, providing other household circumstances are expected to remain stable. Such households would consist of those whose total income is received from Social Security or railroad retirement benefits, or payments from pension or disability funds.

2312.7 Self-Employed Households

Households whose primary source of income is from self-employment (including self-employed farmers), or regular farm employment with the same employer, may be certified for up to 12 months, provided that income can be readily predicted and household circumstances are not likely to change. This determination as it relates to farm employment is made in light of the ability of the worker who is regularly employed by the same employer (as opposed to a worker who has a number of employers during a period of time) to control the amount of money available to the household jointly with the employer through prior arrangements, sometimes known as "furnish."

In applying this principle, the EW should exercise caution in the assignment of the maximum allowable period if a review of household fluctuations in income over the year indicates that the household would be better served by assignment of a shorter certification period.

2313

Certification Pending Verification

All households whose income, either prior to or after adjustment, places them at the zero purchase level (See 2332), and who are determined to be in need of immediate food assistance, may be certified for program benefits pending verification provided that:

- (1) The results of the interview indicate that the household will probably be eligible when full verification has been completed; and
- (2) One collateral contact, at a minimum, has been made to obtain additional information which will confirm the statements of the applicant. The collateral contact must be made prior to certifying the household as eligible and the results of the contact entered in the case file. The documentation shall consist of, at least, the name and address of the person or organization contacted; the name of person supplying the name of the collateral contact, and a summary of the information obtained during the contact. The EW may make more than one collateral contact if necessary, to confirm the statements made on the application.

The certification pending verification shall not exceed 1 month and there shall be no further issuance to households certified in this manner until full verification is obtained which will confirm the certification action.

The EW shall not certify any household under this procedure more than once during a 6-month period, commencing with the initial issuance under this procedure.

Further, households certified under this procedure are not in any way exempt from any eligibility requirement, including, but not limited to work registration for all employable members of the household who are not otherwise exempt by 2222.

2320

ELIGIBILITY DETERMINATIONS FOR SPECIFIC HOUSEHOLDS

The following paragraphs explain the application of food stamp criteria and certification procedures to the eligibility determinations for specific households. In some instances the following examples will note a deviation from the general

certification procedures. Such exceptions concern households whose receipt of income or other household circumstances are substantially different from the typical food stamp household. The procedural deviations attempt to "normalize" these household situations in order to minimize any undue advantage or disadvantage to the household solely as a result of their unusual circumstances. The primary exceptions provided in the following examples are:

- (1) Annualizing the income for certain self-employed (See 2324) and school employees (See 2327) instead of considering only that income expected to be received during the period of certification. Likewise, certain student income is averaged over the period it is intended to cover (See 2328).
- (2) Allowing the self-employed and students deductions for certain expenses paid prior to the certification period instead of only those paid during the period of certification.
- (3) Requiring residents of drug or alcoholic treatment and rehabilitation centers (See 2330) to apply for and use food stamps through an authorized representative.
- (4) Requiring zero purchase households (See 2332) to provide additional verification of eligibility factors in order to adequately document their unusual circumstances, but also allowing eligibility for immediate assistance pending this verification.
- (5) Certifying households even though they include certain ineligible individuals. The income and resources of these households are handled differently depending on whether the ineligible individual is an alien (See 2331) or an SSI recipient (See 2323).

2321

Earned Income

In cases where the head of the household is steadily employed, income from previous months is usually a good indicator of the amount of income that can be anticipated in the month of application and subsequent months. If information supplied by the household or a collateral contact indicates that future

income will differ substantially from the previous month's income, the EW will use such information to make a reasonable estimate of anticipated income. The method used to determine income will be fully documented in the case file.

When income is received on an hourly wage or piece work basis, weekly income may fluctuate if the wage earner works less than 8 hours some days or is required to work overtime on others. In this case the EW should consult with the household to determine the "normal" amount of income to be expected as a result of 1-week's work. This amount should be used to determine monthly income.

2322 PA Recipients

All income received by PA households, including the federally-aided public assistance grant, a State or local general assistance grant, any special allowances, and any other income, will be counted in determining adjusted net monthly food stamp income for basis of issuance purposes. Exemptions from income allowed under State PA plans for purposes of grant computation will not be allowed in determining income for food stamp purposes. PA households will receive only the income exclusions and deductions provided in 2263 and 2264.

Special allowances, including one-time special allowances, shall be included as income unless they are otherwise excludable under 2263.3 as irregularly received income. If special allowances are included as income, such amounts may be averaged or the household provided a varying purchase requirement or short certification periods to cover the period when the allowance is received as provided in 2303 and 2304. The same practice may be followed when the PA check is delayed beyond the first month of eligibility as is sometimes the case for households whose PA eligibility has recently been established. If income is averaged over the certification period, the EW should determine if the household has enough cash on hand to meet the purchase requirement. If averaging income will preclude household participation or will otherwise adversely affect household finances, a variable basis of issuance should be used or a certification period assigned which will allow for a recomputation of purchase price to reflect the actual income situation.

In the case of NA households which contain PA recipients, the above method shall be used to compute PA income which shall then be added to the income of all other members in determining eligibility and coupon basis of issuance.

2323 SSI Recipients

On January 1, 1974, the SSI program for the aged, blind, and disabled replaced the former federally aided public assistance categories of OAA, AB, and APTD in the 50 States and the District of Columbia. Due to the specific provisions of law, SSI recipients require special handling for food stamp purposes.

2323.1 Definitions

For purposes of 2323, the following definitions will apply:

- (1) "SSI" means supplemental security income payments made under Title XVI of the Social Security Act, State supplemental payments (SSP) made under Section 1616 of that Act or payments made under Section 212(a) of P.L. 93-66.
- (2) "SSI recipient" means an individual or an individual and his eligible spouse who receives SSI.
- (3) "Essential person" means an individual who is considered an essential person under the terms of P.L. 93-66.

2323.2 Eligibility

Under the provisions of P.L. 93-233, SSI recipients who receive, as part of their benefit, the cash value of the food stamp bonus are ineligible to receive food stamps. In five States--California, Massachusetts, Nevada (applies only to aged and blind), New York, and Wisconsin--food stamp benefits have been "cashed-out" and SSI recipients in those States may not be considered household members for food stamp purposes (See 2102). In these cash-out States, the State agency shall terminate without advance notice any food stamp recipient who applies for and is determined eligible for SSI. Nonreceipt of SSI payments does not restore food stamp eligibility. The State agency shall not require persons potentially eligible for SSI to make application for SSI benefits as a condition of food stamp eligibility.

In all other States and for disabled SSI recipients in Nevada, SSI recipients may apply for and participate in the Food Stamp Program as NA households; except that SSI recipients forming the following households shall be eligible for program benefits without regard to income and resource limitations:

- (1) An SSI recipient living as a one-person household;
- (2) A household consisting solely of SSI recipients and essential persons; or
- (3) A household consisting solely of SSI and PA recipients.

2323.3 Treatment of SSI Recipients in Cash-Out States

In the five cash-out States, SSI recipients cannot be considered household members. The income and resources of SSI recipients cannot be considered available to eligible household members, nor may payments made by an SSI recipient on behalf of eligible household members be counted as income to the household. However, there are situations where the SSI recipient receives payments which are specifically meant for meeting the needs of eligible household members. Such payments might include but are not limited to AFDC grants for dependent children, foster care payments, support payments, and payments from trust funds and endowments. When the SSI recipient is functioning solely in a caretaker or disbursement capacity, the payment must be considered income to the household members it is intended to benefit.

The EW must exercise care in determining the amount of deductions for households with an ineligible SSI recipient. Payments made by the SSI recipient on behalf of the household for deductible household expenses cannot be allowed as a deduction to the eligible household members. On the other hand, when deductible expenses are met from funds for which the SSI recipient acts strictly in a disbursement capacity, the household is entitled to such deduction.

When eligible household members share deductible household expenses with an SSI recipient, the household is entitled only to a deduction based on that portion of the expense that is actually borne by the household. If the deductible expense is paid from funds that are pooled by the household members and the SSI recipient, it might be difficult to ascertain the source from which the payment is made. In this event the EW should make a reasonable division based on discussion with the household.

2323.4 Essential Persons

P.L. 93-66 authorized a higher payment level for SSI recipients when an essential person lives in the home of the recipient. The maximum payment is increased from the single person entitlement of \$146 to \$219, a net increase of \$73.

To be considered an essential person for purposes of SSI, the essential person must live in the home of the recipient and his needs must have been considered in determining the grant of the eligible individual under the State PA plan in effect during December 1973. The essential person must not be eligible for SSI in his own right.

In the cash-out States, the essential person is considered a household member for purposes of determining eligibility and coupon basis of issuance under NA standards. In determining the income of the essential person, that portion of the SSI recipient's payment in excess of \$146 will be counted as income; however, the amount counted may not exceed \$73. The same requirement will apply in States where SSI recipients are eligible in cases where the SSI recipient and the essential person maintain separate households.

EXAMPLE

An ineligible SSI recipient with an essential person receives an SSI payment of \$200. The essential person has no independent source of income. In this case \$54 (\$200 - \$146) would be counted as income to the essential person in determining net food stamp income.

EXAMPLE

An ineligible SSI recipient with an essential person receives an SSI payment of \$220. The essential person has no independent source of income. In this case a maximum of \$73 is counted as income to the essential person, even though the difference between the total payment (\$220) and the basic single person entitlement (\$146) is \$74.

2324 Self-Employed Households

Households in which one or more members are engaged in an enterprise for gain such as an independent contractor, franchise holder, owner-operator, or operator will have self-employment income but will not necessarily be classified as a self-employed household. The areas of certification affected by the self-employment classification of a household or some of its members are:

- (1) Work registration exemptions.
- (2) Assignment of certification periods.
- (3) Annualization of self-employment income.
- (4) Deductions for cost of doing business.

2324.1 Typical Self-Employment Patterns

Household circumstances will vary greatly depending on the nature of the self-employment enterprise in which it is engaged. The following are typical forms of self-employment:

- (1) Households receiving regular income from self-employment. These households receive income as profit on a fairly regular schedule (weekly, monthly) or draw a certain amount from the business each week or month and may draw the balance of profit from the enterprise at the end of the business year. The self-employed in this category may include small businesses such as grocers, or some farmers such as dairy farmers.
- (2) Households in a service type business. These households also receive income on a fairly frequent basis from the enterprise. However, many times such employment and therefore income may be sporadic in nature. Such enterprises may include craftsmen, certain repairmen or franchise holders, etc., who are working out of the home.

- (3) Seasonal self-employment. Many households derive income from short-term seasonal self-employment. Households circumstances in this category will differ depending on whether such seasonal enterprise provides the household support for the year or whether the income is only for that period of time and the household has other sources of income during the remainder of the year. Seasonal self-employment may include vendors who work only in summer or tourist season, certain seasonal farmers or fishermen, etc.
- (4) Cash-crop farmers and similarly self-employed. Households in this category receive their annual income from self-employment in a short period of time, and control expenditures in order that these funds will defray their expenses for the next 12 months. Included in this category may be cash-crop farmers and some seasonal farmers where the seasonal income is the household's primary support for the year.

2324.2 Work Registration Exemptions

The receipt of income from self-employment, whether it constitutes all or only a portion of the income for the household, does not automatically exempt the member(s) from the work registration requirement. The member(s) must be actively engaged in the enterprise on a day-to-day basis and the EW must determine that the self-employment enterprise does require at least 30 hours of work per week during the period of certification or an annual basis (See 2222).

In instances where the member(s) hire or contract for another person or firm to handle the daily activities of such enterprise, the member(s) will not be considered as self-employed for the purposes of work registration unless they themselves work in such activity at least 30 hours per week.

The EW shall carefully review the circumstances of households engaged in seasonal self-employment to determine if the 30-hour minimum requirement is met in the off-season. If the seasonal employment averages 30 hours of work per week on an annual basis, the household member(s) so engaged would be exempt from

registering even in the nonwork periods. However, if the annual average does not qualify such member(s) for an exemption during the nonwork season, the household member(s) will have to register for work (unless otherwise exempt), although they may be exempt during the work season if they are actively engaged in such enterprise on an average of 30 hours per week over the period of certification.

2324.3 Certification Periods

For the purpose of assigning a certification period of up to 1 year, a household will be considered self-employed when its primary source of income is from such enterprise and this income is received on other than a monthly basis. However, consideration should be given to certifying self-employed households for lesser periods of time if circumstances so warrant. For instance, because of major fluctuations in income due to economic changes, the household may be better served by a 3 or 6-month certification period.

Households with self-employment income which is received on a monthly basis shall be assigned a certification period as any other employed household based on the stability of their employment. If self-employment is not the household's primary source of income, the household shall be assigned the certification period appropriate for its individual circumstances.

2324.4 Annualization of Self-Employed Income

Households, particularly one-crop farmers, whose income from a self-employment enterprise is received on other than a monthly basis, shall have this income averaged over a 12-month period to determine eligibility when the self-employment income represents their annual support even though it may be received in only a short period of time. Annualization is necessary to determine an average monthly amount equivalent to the cash flow for other food stamp households.

However, if self-employment income is received on a monthly basis, annualization is not necessary. These households will have their monthly income determined as any other employed household. However, they shall be allowed the deductions for the costs of doing business related to the self-employment enterprise.

2324.5 Determining Eligibility for Seasonally Self-Employed

Households whose income from seasonal self-employment is supplemented by income from employment and other sources during the balance of the year shall not have their self-employment income annualized. Such income may be averaged only over the period of time actually received. During the balance of the year, the household shall be certified as any other household who receives similar types of income.

2324.6 Determining Eligibility Based on Annualized Income

To annualize income from self-employment, the EW must first determine the gross amount of income over a 12-month period including capital gains (See 2324.7). This may be accomplished through a review of past books or records, or in the case of a cash-crop farmer, the gross amount from the most recent sale of his crop.

The allowable costs of the self-employment enterprise will then be calculated on an annual basis to determine the deduction. Allowable costs would include income and self-employment taxes and other costs of producing the income as specified in 2324.8.

The yearly net income from self-employment will be divided by 12 to arrive at the household's average monthly income from self-employment.

This average monthly income shall then be added to all other monthly household income. If the household is being certified as a self-employed household (See 2324.3), medical costs shall be annualized based on expenses from previous years if they are representative of normal costs. If the annual medical costs exceed \$120 per year, the total such cost shall be divided by 12 to arrive at a monthly amount. All other allowable deductions and shelter costs shall be computed as for any other household and subtracted to determine the adjusted monthly income of the household.

Self-employed households may be eligible up to a year based on this adjusted monthly income.

EXAMPLE

A household of four whose income is totally from operation of a farm applies for certification.

Total Gross	\$3750
Total Taxes	150
	<u>\$3600</u>

Total Expenses to	
Produce Income	1200
Total Net Income	<u>\$2400</u>

\$2400 divided by 12 = \$200. There are no medical payments or shelter adjustments.

Monthly income used to determine eligibility = \$200 per month.

This amount of income is used to determine eligibility regardless of the time of application.

2324.7 Handling of Capital Gains

In determining the amount of capital gain included in gross income, the net proceeds of sales of capital goods or equipment are to be counted as income, and are not to be treated as capital gains.

The term "capital gains" as used by IRS describes the handling of the profit from the sale or transfer of capital assets used in a self-employment enterprise or securities, real estate, or other real property held as an investment for a set period of time. For the purposes of the IRS, 50 percent of such proceeds is considered as taxable income in determining Federal income tax. However, since the total amount of such proceeds is available to meet the food needs of the household, such proceeds are to be counted as 100 percent of their value for food stamp purposes in determining the gross income of the household.

EXAMPLE

Farmer A purchased a tractor for \$3,000 in 1961. Over the period of 10 years he claimed \$3,000 in depreciation on the tractor. In 1971, he sold the tractor for \$1,000. For income tax purposes, the transaction appears as follows:

Purchase price	\$3,000
Depreciation claimed	<u>3,000</u>
Purchase base	0

Sale price	\$1,000
Reported as gross	.50%
Taxable income	500

For food stamp purposes, the entire proceeds, or \$1,000 would be included as gross income.

Lump sum payments for the sale of property not connected with the self-employment enterprise will be treated as provided in 2253.

2324.8 Deductions from Gross Income of Self-Employment

Determine yearly net income from self-employment by deducting from gross annual income any identifiable costs of doing business. Examples of identifiable costs of doing business are the cost of labor, stock, raw material, seed and fertilizer. In no case may a loss from self-employment be deducted from other income.

In determining the amount to be deducted from gross income as costs of producing income, the following may not be deducted:

- (1) Do not deduct payments on the principal of real estate mortgages on income-producing property. However, interest paid on an installment contract for the purchase of income-producing property may be deducted as well as taxes paid on such property.
- (2) Do not deduct monies paid to purchase capital assets, equipment, machinery, and other durable

goods. However, if such goods are purchased on an installment plan, interest paid on such installment payments may be deducted.

- (3) Do not deduct any amount claimed as depreciation for Federal income tax or other purposes.
- (4) Do not deduct any amount claimed as a net loss sustained in any prior period.

For households whose mortgage payments represent an investment in the household's residence as well as investment in income-producing property, the mortgage payment, interest, and taxes will be deductible only as part of the household's shelter costs and not as a cost of producing income. However, if the household can document that costs on that portion of the home used in the self-employment enterprise are separate and identifiable, taxes, interest, and other identifiable costs (but not including payments on the mortgage principal) may be deducted as a cost of doing business.

2324.9 Initial Certification for Certain Self-Employed

If a self-employed household which receives its income at one time or over a short period of time is eligible, the initial certification period should be assigned which will allow for a subsequent certification at the time the household normally receives all or a majority of its next annual income.

EXAMPLE

Household received its income in October 1972, but does not apply until April 1973. The computations will still be made based on a 1-year cycle. However, since October is the normal month when the household receives its total income, the certification period would be for 6 months. A new certification would be scheduled to coincide with the month in which the household normally receives all or a major portion of its annual income.

Alternatively, the State agency may devise an annual schedule based on verification needs or other administrative necessity. For instance, the State agency may prefer to have the annual cycle coincide with the filing of income tax information. In any event, the initial certification period should be adjusted to bring the household into the annual cycle.

2324.10 Determination of Basis of Issuance

Once the household whose primary source of income is from self-employment is determined to be eligible, the basis of coupon issuance may be determined by using the same average net income as was used to determine eligibility, or the total annual income may be prorated unevenly to match the times when the income is actually received.

Where money is received as an advance, e.g., Commodity Credit Corporation advances, income may be prorated unevenly to reflect a higher purchase requirement in the month the advance is received. If the prorating system is used, income assigned in any one month to determine purchase requirement cannot exceed the monthly income exclusion scale, and total income used for eligibility must be used for basis of issuance over the period of the year.

EXAMPLE

In the household cited above, the income for eligibility was determined to be \$200 per month. However, upon application in April, 6 months after income was received, the household states that total monies remaining of the \$2400 received is \$600. The EW should make every effort, including verification of resources, to determine if that statement is correct. In such case, since $\$1800 \div 6 \text{ months} = \300 per month, and since this monthly figure does not exceed the monthly income exclusion figure for a four-person household, the basis of issuance could be based on \$100 per month. However, if the household states that it requires and expects to spend \$500 in the next 2 months, the total remaining income may be prorated in the following manner: \$250 assigned as income for each of the next 2 months, and \$25 per month assigned for the remaining 4 months.

2325 Resident Farm Labor

Resident farm laborers are certified differently depending on whether their primary source of income is from one employer or they receive income from a number of employers throughout the year. The certification periods and handling procedures differ for each category because of the varying predictability of household circumstances.

2325.1 Single Employer

Farm laborers whose primary source of income is from one employer may be certified for periods up to 1 year, providing that income can be readily predicted and household circumstances are not likely to change. Such households are normally regularly employed for the entire year and receive a regular monthly salary. In some instances, however, the household is paid for work done only during the work season but resides year-round on the farm and may receive advance or deferred payments (sometimes known as furnish) during the nonwork season. Where advance or deferred payments are not received, the household most likely will have income from another source and should be treated as a multiple employer household in 2325.2, below.

The regularly employed and paid farm workers presents little difficulty in assigning the predicted income over a 12-month period. Since the income is regular and should not vary from month to month, the monthly income figure may be used to determine the purchase requirement for the entire certification period.

On the other hand, the EW may experience some difficulty in assigning an income figure to the farm worker whose income is high during the work season and correspondingly low during the nonwork season when income is only from advance or deferred payments. Since the variation in income between the two cycles may be quite substantial, averaging income over the certification period might tend to inhibit participation of such households during the nonwork period of low income. Even if income is prorated unevenly over the certification period to account for such variations, the income figure assigned during the low period might not be truly representative of the actual cash available to the household. For this reason, consideration should be given to certifying the household for lesser periods to take into account the income actually available to the household.

2325.2 Multiple Employers

Farm laborers who work for a number of employers during the farm work season and also receive income from varying sources during the nonwork season may be certified for up to 3 months. Such households may be certified from month to month if no readily discernible pattern of income receipt can be detected. Verification of income for this type household is

particularly difficult unless a pattern has been established over a certain period of time. When a 3-month certification period is assigned to such households, the EW should not average income over the certification period if it would prohibit participation due to substantial fluctuations in the flow of income.

2326 Migrant Farm Laborers

Migrant farm laborers may travel completely within a State or may move across many States, traveling in a seasonal pattern. Because these households have no fixed place of abode during the work season, and thus have no roots in the community in which they apply for food stamps, the EW is faced with a most difficult task in determining eligibility and coupon basis of issuance. However, (in accordance with the Regulations) migrant households must be treated in the same manner as any other household whose income is subject to extreme fluctuations.

2326.1 Determining Income

EWs should avoid using any anticipated income figure as an absolute when it is based on the anticipated days of work available in a specific area or line of work. It cannot be assumed that simply because work is available, everyone will be employed. If there are 2,000 farm labor jobs available in a county and 3,000 migrants have entered the county, it is obvious that some individuals will not be able to find employment or will find only minimal employment.

When a migrant enters an area, he may not yet have secured employment. If crops are not yet ready to be picked, there may be a lapse of time before any income is received. In such cases, the EW may authorize a certification at zero purchase in accordance with the procedures provided in 2332. After that time, it is reasonable to assume that the household will have established some sort of work history by which future income may be anticipated.

2326.2 Verification of Migrant Income

Although documentary verification is not always available for the earnings of migrant households, verification of earnings may be obtained through a variety of sources which include, but are not limited to, Employment Service, Farm Labor Bureau,

Rural Manpower Development, Farmer's Cooperative Service, growers' associations, migrant service organizations, the county agent, and individual growers and crew chiefs. If the applicant indicates that he will be working for various growers or crew chiefs, a calendar form providing space for recording each day's income and hours worked, together with a space for the signature of the grower or crew chief to validate such information, may be provided the household for presentation at the next certification.

2326.3 Verification of Migrant Resources

Special care should be taken in dealing with migrants to determine if there are out-of-State resources or income from real property in the home-base area. For example, a migrant who claims Texas as a home-base area and who is applying for food stamps in Michigan, should be questioned as to the availability of resources in Texas as well as Michigan.

Particular attention should be paid to real property in the home-base area. Each applicant household is permitted one home and lot as an exemption from resources. If the applicant has a home and lot in Texas and does not own a residence in Michigan, the Texas home will be exempted as a resource. Shelter adjustments, however, may only be calculated by using the costs of the currently occupied residence. A payment made for shelter in another project area cannot be taken into consideration in computing the shelter deduction.

Additionally, the EW should explore the possibility that out-of-State real property is being rented or is producing income in some way. If such property is producing income, such income must be added to all other household income in determining eligibility and basis of issuance.

2326.4 Certification Periods

Migrant households will be certified for 1 month based on the anticipated income for that month. Migrants may not be certified for longer than 1 month unless they have documentary proof of a contract with a specific grower or crew chief with the length of employment and the wages to be paid specified or they are being certified during a nonwork period.

2326.5 Work Registration of Migrants

Employable members of migrant households who are not employed at least 30 hours a week must register for and accept suitable employment in the same manner as other persons. Growers should be made aware of the fact that migrants are being registered with the ES and that they can obtain workers there.

2326.6 Exempt Income of Migrant Children

Some problems have been encountered in determining the income of migrant children under 18 years of age when the household receives one payment in compensation for work performed by all household members. Since the earned income of a student under 18 years of age is exempt, his income must be differentiated from the rest of the household's income. The EW should, as part of the certification process, determine from the head of the household or the employer that portion of income which may be attributed to the student's work and exclude it from the household's income. This provision applies to students who are currently attending school and those who plan to return to school after academic breaks.

2327 School Employees

Households with members who receive income on other than an hourly piece-work basis from employment under a contract which is renewable on an annual basis will have such income averaged over a 12-month period to determine household eligibility. Such members will be considered to be receiving compensation for an entire year even though predetermined nonwork periods are involved or actual compensation is scheduled for payment during work periods only. The provisions of this paragraph are intended to apply primarily to teachers and other school employees.

2327.1 Contract Renewal

The renewal process may involve a signing of a new contract each year; be automatically renewable; or, as in cases of school tenure, rehire rights may be implied and thus preclude the use of a written contract altogether.

2327.2 Work - Nonwork Cycle

The fact that such a contract is in effect for an entire year does not necessarily mean that the contract will stipulate work every month of the year. Rather, there may be certain predictable nonwork periods or vacations, such as the summer break between school years.

2327.3 Income

Income from such a contract will be considered as compensation for a full year regardless of the frequency of compensation as stipulated in the terms of the contract, as determined at the convenience of the employer, or as determined at the wish of the employee.

2327.4 Determination of Eligibility and Basis of Issuance

The annual income household members receive from contractual employment described above shall be averaged over a 12-month period to determine the member's average monthly income. To determine household eligibility, all other monthly income from other household members will be added to this average monthly income and income exclusions and deductions applied in the normal manner. Once eligibility has been determined, the annualized income may be averaged or prorated over the 12 months before adding it to other monthly income for determining the household's basis of issuance during the certification period.

Certification periods will be assigned in accordance with 2310.

2327.5 Exception

This paragraph does not apply to recipients of emergency food stamp assistance under 2070; in situations where the other party to the contract cannot or will not make payments specified in the contract; or where labor disputes interrupt the flow of earnings specified in the contract.

2328 Students

Students as a rule have extremely uneven cash flows and have sources of income not normally available to other households. Therefore, students require special procedures for the handling of income and determining eligibility. While such procedures

are of primary importance in the certification of households consisting solely of students or where the student is the household head, the principles are equally applicable to households where the student is a dependent member.

A student is defined as an individual attending at least half-time as defined by the institution any kindergarten, pre school, grade school, high school, vocational school, technical school, training program, college, or university. Enrollment in a mail, self-study, or correspondence course does not qualify such person as a student. A student's status is not altered during temporary periods of time in which the school is not in session, such as summer vacations or semester breaks, provided he is enrolled for the next regular session. Students as such are exempt from the work registration requirement. Moreover, students under 18 years of age are granted an exemption for any income earned through employment or self-employment, except where the student is emancipated or is living alone.

Students have unusual sources of income. Income peculiar to student households would include scholarships, fellowships, educational grants, deferred payment loans, veteran's educational benefits, cash gifts or awards for educational expenses, and cash or vendor payments from parents. Such sources of income result in an uneven cash flow. The payments are generally speaking received in one payment but are intended to cover a specific period of time; a semester, school-year, etc. Likewise, the major expenses of education - tuition and mandatory fees - are also paid at one time, again emphasizing the uneven cash flow.

2328.1 Determining Student Income

In order to determine the adjusted monthly income for student households, the following procedure will be used:

- (1) Determine the total cash value of all scholarships, educational grants, deferred payment loans, or other monies received in a one-time payment for expenses of education.
- (2) Subtract from such total all tuition and mandatory fees allowed by 2264.5 (not to include the cost of books, meals at school, transportation or supplies) paid or expected to be paid for the period such monies are intended to cover.

- (3) Average the remainder over the period such monies are intended to cover. This figure is the monthly income derived from such sources of income.
- (4) Add the monthly amounts received from parents, guardians, or any other nonhousehold member in the form of cash gifts or awards for support, maintenance, or the expenses of education. Such payments may be in the form of cash or may be a vendor payment.
- (5) Add any other monthly income including nonexempt earned income and veterans benefits.
- (6) Determine adjusted monthly net income based on any applicable deductions from income. If deductions exceeded income in (2) above, the remainder shall be averaged over the period the expense was intended to cover and the average deducted as any applicable deduction.

2328.2 Payments Made from Resources

Students who accrue resources to defray expenses incurred during the school year are eligible for deductions for tuition and mandatory fees paid from such resources unless such expenses are being paid from scholarships or other educational funds. The EW will use the following procedure to determine the amount of such deduction:

- (1) Educational institutions do not ordinarily allow monthly payments for costs of education, but require that tuition and mandatory fees be paid at the beginning of each term. Accordingly, student households will be allowed a deduction for such expenses based on a monthly amount determined by spreading the tuition and mandatory fees over the period for which it was paid.
- (2) Any resources remaining after payment of education costs will be considered resources and will not be prorated as income.

EXAMPLE

Household A pays \$450 for tuition and mandatory fees in January at the beginning of the school term. The household applies for food stamps in February. Since the payment made in January represents costs of 4-1/2 months, the assigned cost is \$100 for 4 months, with a \$50 cost in the last month of the school term. If the household were certified for the months of February, March, and April, the deduction allowed would be \$100 per month.

2328.3 Student Resources

In determining resources of students, monies which have been averaged as income (See 2328.1) may not be counted as resources.

2328.4 Verification of Student Income

Verification of income of student households may present problems to the EW. A primary source of verification is the student's parents or guardians. These individuals may be contacted to determine the amount of any cash payments or vendor payments made to or on behalf of the household. Depending on the distance involved, contact may be made by telephone, mail, or by personal contact. If the mails are used, it is recommended that the EW mail the request for information directly to the parent or guardian and enclose an envelope for direct reply to the certification office. The State agency may develop a form for this purpose. If the household refuses to supply the name of the parent or guardian, the household may be denied participation for failure to cooperate. However, the failure of the parent or guardian to furnish the requested information may not be used as grounds to deny the household if verification can be supplied by the applicant or through any other acceptable means. Verification of the amounts received from scholarships, deferred loans, or grants may be obtained directly from the agency or institution providing such monies.

2328.5 Living Arrangements

Many students live in unconventional arrangements which do not in themselves provide grounds for denial of participation, but do make the determination of household composition difficult. It is recommended that the certification office establish

cross-referenced address files of student applicants to prevent participation of a student as a member of more than one household. Such a file would also serve as a source of information on shelter costs to assure that verification of shelter costs, when necessary, presented by students is genuine. The EW may also verify shelter costs with the owner of the property or the rental agency to determine actual shelter costs and also the student who is actually responsible for making the payment.

While communal living arrangements do not preclude certification of individuals as single person households, the EW may wish to explore the validity of statements that individuals in the communal setting live as independent economic units, and do in fact purchase and store food individually. Since many students live in boarding houses, it is recommended that the most recent city directory be consulted for all students to detect residents of boarding houses. Applications listing the address as a dormitory should receive special attention. While many colleges do provide snack-type facilities on each dormitory floor, such facilities may not necessarily be used to prepare meals. The existence and adequacy of such facilities may be verified by contact with college housing officials.

2329

Strikers

Striker households are to be certified in the same manner as other NA households. Contact with union and company officials should be maintained to determine the probable length of the strike and to verify wages received from the struck company or strikers' benefits or other aid from the union. However, the services of individuals or organizations who are parties to a strike or lockout shall not be used to perform certification interviews of applicants who are involved in a strike or lockout. In addition, such individuals or organizations shall not be permitted access to food coupons, ATP cards or other documents, nor shall the facilities of such individuals or organizations be used in conjunction with the certification of such applicants.

2329.1

Scheduling Intake

In areas which do not have an appointment system for taking applications for participation in the program, a great deal of confusion may result if there is a sudden large influx of applicants. In order that applicants may be handled as

orderly and timely as possible, consideration should be given to an appointment system on a temporary basis in the affected area. For example, if there is a large influx of strikers, the EW may advise the applicants that only a certain number can be interviewed during 1 day and the rest should make an appointment and return later. Group briefing sessions may also be helpful in screening patently ineligible households. In any event, application forms must be supplied when requested, be accepted when they are presented, and must be processed within 30 days after receipt.

2329.2 Resources and Verification

Particular emphasis should be placed on determining assets available to the household because of the strikers' recent long-term regular employment. In particular, the possible existence of extra cars or recreational equipment such as boats or campers should be explored. Since a striker is considered to be unemployed during a strike, work-related exemptions such as a second car for that person cannot be allowed. In most cases, verification of resources will be indicated.

2329.3 Income and Verification

The EW should be alert to the necessity of documenting and verifying the income of all household members from all sources. All income expected to be received during the certification period, including pay expected to be received by the striker and union benefit payments, must be considered. Union benefits or picket duty pay will not entitle the household to the 10 percent deduction for work related expenses (See 2264.1) as this is not considered earned income.

2329.4 Work Registration

Strikers must register for employment prior to certification and must accept suitable employment and comply fully with all work registration requirements (See 2224). Employment offered at a site subject to a strike or a lockout is not considered suitable, and acceptance of such employment by a striker, if offered, is not required, except under the conditions below.

2329.5 Unlawful Strikes

When a court of law has issued an injunction or other order declaring the strike to be unlawful, such an order shall be

considered to be a continuing offer of suitable employment to the striker. Failure of the striker to return to his employment shall be considered failure to comply with the work registration requirement of the Food Stamp Act, and State agencies shall deny or terminate any household in which one or more household members are participating in a strike contrary to such a court order. However, if the household can demonstrate that the member or members involved in the illegal strike are not required to register for work under the exemptions in 2222, the household may then be certified for participation, if otherwise eligible.

2329.6 Certification Periods

Houscholds with one or more members on strike are to be assigned certification periods of no more than 1 month unless the State agency has developed procedures specifically approved by FNS which enable the State agency to locate and terminate such households on a timely basis at the end of the strike. In accordance with 2312.4, a half-month certification period may be used to get a household into the program or to terminate participation upon return to work.

2330 Narcotics Addicts and Alcoholics

Participants in drug addiction or alcoholic treatment and rehabilitation programs who elect to participate in the Food Stamp Program must meet the same income and resource standards as other NA households; however, special allowances are made in the requirements for cooking facilities for residents of treatment centers and work registration. In addition, residents of such centers must apply for, purchase, and use food stamps through the center as an authorized representative.

2330.1 Approval of Centers

The drug addict or alcoholic treatment and rehabilitation center must be approved by the agency or department of the State government which approves such programs pursuant to P. L. 91-616, "Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970" and P. L. 92-255, "Drug Abuse Office and Treatment Act of 1972." Such agency or department will certify that the center is a private nonprofit institution providing treatment that can

lead to the rehabilitation of drug addicts or alcoholics. The local agency will establish contact with the agency or department responsible for certifying such centers to assure that only residents of approved centers participate in the program.

2330.2 Cooking Facilities

Participants who reside in the treatment center must have access to cooking facilities, unless the center is authorized by FNS to accept food coupons in payment for meals served at the center. In that event, the coupon allotment of center participants may be used to pay for such meals. Verification of FNS authorization may be obtained from the local FNS representative. In addition, each center authorized to receive food coupons will have an authorization card indicating FNS approval to accept food coupons from residents and nonresident participants for meals served on the premises.

Participants in the treatment program who do not reside in the center, but are members of a household outside the center, must have access to cooking facilities unless exempt from this requirement in accordance with 2211.

2330.3 Household Determination

Residents of treatment centers, if otherwise eligible, must be certified for program participation as one person households. Nonresident participants will be certified under normal procedures.

2330.4 Computing Income

Treatment center residents who are recipients of PA or SSI (in a noncash-out State) are eligible to participate as one person households without regard to income and resources. Other residents will participate as one person NA households. Eligibility for NA households and basis of issuance for all households shall be based on income and resources as defined in 2250 and 2260. In many cases, participants in such program will have neither income nor resources. The EW should initiate verification if the resident's former economic situation indicates the possibility of income and resources.

2330.5 Authorized Representative

The private nonprofit organization administering the treatment center will act as an authorized representative to apply on behalf of the resident, to purchase food coupons on his behalf, and to use the food coupons to purchase food for preparation at the center or to purchase meals served at the center. The authorized representative is provided so as not to interfere with the treatment and rehabilitation program of the participant. However, the resident must personally sign the food stamp application form in addition to the authorized representative.

In all cases the authorized representative is responsible for notifying the food stamp or PA office of any change in household circumstances that affects eligibility or basis of issuance. This is especially true when the resident leaves the center. The organization administering the treatment program shall be responsible for any misrepresentation or fraud committed in the certification of center residents and shall assume total liability for food coupons held on behalf of resident recipients.

2330.6 Certification Periods

Although there is no way to predict or anticipate how long a resident may choose to participate in the treatment center's rehabilitation program, experience has shown that those who remain in the center for two weeks after induction usually remain for an extended period of time. In most instances the EW should reasonably assign a certification period of 6 months to residents participating as NA households. Food stamp eligibility of residents participating as PA households may be reviewed at the same time eligibility for public assistance is reviewed.

2330.7 Work Registration

Any resident or participant in the center's treatment and rehabilitation program is exempt from the work registration requirement. This exemption is not meant to discourage residents and participants in such program from seeking and accepting employment on their own.

2331 Ineligible Aliens

The ineligibility of certain aliens for program benefits will not prohibit the remaining household members from applying for and receiving food stamps. When a household which includes one or more ineligible aliens makes application, the EW must first determine if the ineligible alien is a part of that household's economic unit or may be excluded from the household as a roomer, boarder, or attendant. Based on this determination, the household certification will proceed as follows:

2331.1 Ineligible Aliens Not Part of the Economic Unit

If the ineligible alien is a roomer, only his payment to the household for the room will count as income to the household. If the ineligible alien is an attendant necessary for medical or child care reasons, none of his income will be counted and a deduction for payments to the alien for his services, including a one-person coupon allotment if the attendant is furnished the majority of his meals by the household, will be allowed as provided in 2264.

If the ineligible alien qualifies as a boarder under 2102.2, only his board payment to the household less a one-person coupon allotment will count as income to the household. If the household furnishes the ineligible alien meals but not lodging and his payment does not qualify him to be a boarder, the ineligible alien will not be considered a part of the economic unit and his total payment to the household for his meals will be counted as household income. Ineligible aliens furnished meals and lodging but whose payment does not qualify them to be boarders shall be included as part of the economic unit as prescribed below.

2331.2 Ineligible Aliens as Part of the Economic Unit

When an ineligible alien is an integral part of a household's economic unit, including those furnished meals and lodging but not qualifying as boarders, the income and resources of such households shall be determined in the following manner:

- (1) The ineligible alien will be included as any other household member for the purpose of determining the total resources available to the household and which resources may be exempt, unless the household can demonstrate that the resources of

such aliens are not available to the rest of the household. However, an ineligible alien will not be included as a household member to determine the resource standard to be used for household eligibility.

EXAMPLE

A household consists of a father and son. The father is a permanent resident alien aged 65; the son has been admitted for a temporary period of time only, for the purpose of employment, and therefore is not eligible for program benefits. The father has a car and \$1,000 in the bank; the son owns a motorcycle which he uses on his job. For the purpose of determining the father's eligibility for food stamps, the EW would exempt both the car and the motorcycle under 2254.2. The resource eligibility standard would be that of a one person household or \$1,500. Therefore, the father would be eligible based on resources.

- (2) The total income of an ineligible alien less the value of a one-person coupon allotment will be counted as available to the household unless the household can demonstrate otherwise. The ineligible alien will be treated as a household member for the purpose of determining all income exclusions and deductions; but shall not be included in the household size for determining the income eligibility standard for the household or its basis of issuance.

EXAMPLE

Using the same father/son household above, the son earns \$150 per month from his job. The income considered available to the father will be \$104 (\$150 - \$46). The \$104 would be added to the gross earnings, if any, of the father before computing the 10 percent deduction for work related expenses. A deduction would also be allowed for all allowable mandatory deductions taken from the son's wages. The remainder is then added to any unearned income and other deductible expenses in 2264 taken out to determine the father's adjusted monthly income. The income eligibility standard and basis of issuance would be that of a one person household.

2331.3 Ineligible Aliens as Household Head

When the eligible members of a household are all unemancipated minors and the only adult is an ineligible alien, the ineligible alien may make application as head of the household on behalf of the eligible minors. However, if there is any other eligible adult or emancipated minor in the household, even though they would not normally be considered the household head, that eligible person must take application as the head of household. Ineligible aliens applying as head of household will be responsible for any misrepresentation or fraud committed in the certification of the household.

2332 Zero Purchase Households

Households may be authorized coupons at no cost when the food stamp income places them, considering their household size, in the lowest financial bracket. Households qualify for no purchase requirement as a result of either little or no reported income or high deductible expenses.

2332.1 Households Reporting No Income

Prior to determining the eligibility of households whose reported income places them at the zero purchase level without consideration of deductible expenses, the EW must, through in depth interviewing techniques, determine how the household maintains its existence, how long it has managed to exist in this fashion, and the potential period that the household can continue to exist. Such factors as how shelter is provided, how medical needs are met and how the household meets other ongoing needs can provide a solid base upon which the EW can base a final decision. Such questions can also reveal the existence of other income not reported on the application. Here too, the existence of resources must be determined, if it appears that the household could not exist at the level of income reported. These households shall be certified for periods not to exceed 1 month, except for such households whose resources are sufficient to sustain them for a longer period of time. In any event, the certification period shall not exceed 3 months.

2332.2 Households with High Deductions

Households whose appropriate deductions result in placing the household at the zero purchase level may not require as much in-depth interviewing concerning their ability to exist as a cohesive functioning household. However, the EW should explore all sources of potential income and resources. In addition, verification of stated deductible items may be revealing. It is possible that amounts used for adjustment may be owed, but are not being paid. Further, intensive interviewing could reveal the existence of sizeable amounts of resources used to supplement income. The EW should determine if the stated household expenses exceed the stated income. When this occurs, additional action is appropriate prior to determining eligibility. Households in this category shall be certified for a period of 1 month. However, if, after several months, it is determined that such household can continue to exist as a viable functioning economic unit, and circumstances remain stable, the household may be certified for periods not to exceed 3 months.

2332.3 Certification Pending Verification

Households who are eligible at a zero purchase level and who are in immediate need of food assistance, may be certified for up to 1 month pending verification under procedures in 2313.

2332.4 Additional Verification Procedures

In order to reduce error rates and eliminate inequities to zero purchase households, each such household participating at the zero purchase level for 3 consecutive months must be made the subject of a full field investigation, including a home visit, to substantiate continuing eligibility and participation. The report of the investigation and conclusions derived from that report are to be filed in the household case file.

This requirement is to be an ongoing program, and a new field investigation must be accomplished after each 3 months of participation; unless, after several months' experience with such household, the certifying agency may, based on factual data, dispense with the field visit if it is determined that the household can sustain itself as a stable viable economic unit for the foreseeable future. The household case file shall be annotated with the information used to make such a determination.

2340 DETERMINING BASIS OF ISSUANCE

After eligibility has been established, households will be assigned a purchase requirement and total coupon allotment based on the adjusted net monthly food stamp income.

The food coupon allotment is based on the Agricultural Research Service's estimate of the average cost of the economy food plan for various household sizes. The Food Stamp Act, as amended in 1973, requires an adjustment of the coupon allotment twice a year to reflect changes in the prices of food as published by the Bureau of Labor Statistics. These changes in the coupon allotment also require revisions in the purchase requirements, particularly for households with income in the higher bracket levels. Purchase requirements are based on household size and income level, but in no event will they exceed 30 percent of income. See the exhibit section of this handbook for the basis of issuance tables.

2341 FREQUENCY OF ISSUANCE

At the time of certification, the household shall be offered a choice of monthly or semimonthly issuance. Quarter-monthly issuance may be offered at the State's option. It is generally to the advantage of the household to have the frequency of coupon issuance geared to the frequency of their receipt of income because they will normally want to plan their purchases of coupons to coincide with their receipt of income. The EW should discuss this with the household so that the household understands it is free to choose any frequency of issuance that it wants. At the same time, the variable purchase options should be explained. Households eligible for public assistance withholding (PAW) should be given the opportunity to elect this method of issuance; however, the EW should explain to the household that the variable purchase options are not available if PAW is selected. The EWs should be familiar enough with issuance operations to answer any questions the household may have about when, where, and how to purchase coupons.

2342 IDENTIFICATION CARD

Each household certified as eligible to participate in the program will be issued an identification (ID) card. This card will be signed by the head of the household or spouse and the authorized representative, if any has been named for the purchase of coupons.

2342.1 Use of Photographic ID

Photographic ID cards may be used when it is found that they are an aid to more effective program administration. However, the burden is on the State agency to make every means available to enable all heads of households and authorized representatives to be photographed and obtain their photo ID cards in a reasonable period of time.

A photo ID is not a mandatory condition of eligibility. The fact that someone cannot or will not be photographed cannot be used as the sole means to declare the household ineligible.

2342.2 Special ID for Delivered Meal Services

Households in which one or more persons are determined to be eligible to use food stamps in payment for delivered meals (see 2212.3) and express an intent to do so will be issued an ID card which is conspicuously marked with the letter "M". Recipients should be requested to advise the delivered meal service that they plan to use food stamps to purchase delivered meals. Persons who meet the eligibility requirements for delivered meals for only a temporary period, such as while convalescing, will have an expiration date on their ID card.

2342.3 Special ID for Certain Alaskans

Households residing in remote sections of Alaska which have been determined by FNS as areas in which food coupons may be used to purchase hunting and fishing equipment (except firearms, ammunition and other explosives) will be issued an identification card which is conspicuously marked with the letters "HF".

Persons eligible to purchase hunting and fishing equipment may use the stamps issued to them to buy such equipment in any Alaskan retail store authorized to participate in the Food Stamp Program.

2350 NOTIFICATION OF ELIGIBILITY

The State agency is required to determine eligibility or ineligibility within 30 days of receipt of a signed application or affidavit and to notify the applicant of this determination.

2351 Notification of Eligibility

If the application is approved, the EW shall provide the household written notice of the household's basis of issuance and period of eligibility including the date eligibility expires. The notice should also advise the household of the right to a fair hearing. It is recommended that the notice include a reminder of the household's obligation to report changes in circumstances and of the need to reapply for participation at the end of the certification period. Other information which would be useful to the household in taking full advantage of the program may also be included.

2352 Notification of Denial

If the application is denied, the EW shall provide the household with written notice explaining the basis for the denial and stating the household's right to request a fair hearing.

THIS PAGE IS INTENDED TO BE VACANT.

2400 ADDITIONAL CERTIFICATION FUNCTIONS**2401 CHANGES DURING THE CERTIFICATION PERIOD**

When changes occur within the certification period which affect a household's eligibility or basis of coupon issuance, action must be taken to adjust the household's certification. The responsibility for making such adjustment lies both with the recipient and the State agency. The recipient must report certain changes in income and household status; the State agency must take timely action to make adjustments in household certifications based on reported changes and for changes which it initiates (See 2404). Recipient and State agency responsibilities are outlined below.

2402 Desk Reviews

When a household's participation in the program must be adjusted due to changes in income or household circumstances during the certification period, such adjustment may be accomplished through a desk review or a new application may have to be submitted. In determining when a desk review will suffice, the EW should carefully consider the nature of the change. As a rule of thumb, a change that requires an adjustment of the certification period will require a new application. Even though a reported change might not require a change in the certification period, the household may request certification under the new circumstances to avoid another trip to the certification office when the certification period expires. Major changes which might require a change in the certification period include, but are not limited to:

- (1) Securing employment, loss of employment or a job change, either within the same company or a totally new job.
- (2) Total loss or gain of any other source of income.

2402.1 Procedure for Effecting Changes

If after carefully weighing all factors above, a desk review is indicated, the EW will take the following action:

- (1) Record the change on the current application and worksheet; how it was reported and when; then initial and date the change.
- (2) If the change affects the source of income or if the amount of income has changed more than \$25 per month, verify the change.
- (3) If the change would increase the household's purchase requirement, would reduce the household's total coupon allotment, or would result in the household's being declared ineligible, send a notice of adverse action in accordance with 2405.

2403**Recipient Responsibilities**

Recipients are responsible for reporting the following changes:

- (1) Changes in household circumstances required to be reported on the application, such as, but not limited to, changes in household composition, a new address, acquisition of new resources such as a lump sum payment, changes in work registration status.
- (2) Changes in total monthly deductible expenses of more than \$25.
- (3) Changes in gross monthly income of more than \$25.

EXAMPLE

The \$25 minimum for reporting changes in income or deductions is not cumulative over the certification period, but is geared to changes in gross monthly income. For instance, a household receives a \$20 raise after the first month of a 4-month certification period. Although the increase in the total income which the household will receive over the remainder of the certification period is \$60 (\$20 + \$20 + \$20), the monthly increase is still only \$20 and the household is not required to report the change until the next certification. On the other hand, if the household receives a raise of \$20 in the first month of the certification period and then receives an additional \$10 raise in the next month (\$20 + \$10 = \$30), the total increase in monthly income exceeds \$25 and must be reported by the household within 10 days of the receipt of the \$10 raise.

The above changes must be reported within 10 calendar days of the date the change becomes known to the household. The 10-day reporting period will begin the day the change becomes known. The change may be reported by telephone, by personal contact, or by mail, and may be reported by a household member, the authorized representative, or any person having knowledge of the household's circumstances. When the report is made by mail, it may not reach the local agency within the 10-day period. Households will have met the reporting requirement provided the letter is postmarked within the required 10-day period.

EXAMPLE

A household mails notification to the local agency that a change has occurred 5 days after the change becomes known. Although the letter might not reach the local agency for 10 more days, the household has met the reporting requirement.

The EW must advise the applicant at the interview of his responsibilities to report changes within the required time period (See 2122).

When household members who are PA recipients report changes to the PA EW within the 10-day period, the reporting requirement has been met.

2403.1 Failure to Report

If coupons are overissued because a household fails to report changes in household circumstances or income as required in 2403, a claim determination report shall be prepared and household liability assessed in accordance with FNS Instructions on recipient claims (See 2050).

2404 State Agency Responsibilities

The EW is responsible for taking prompt action to terminate participation or to adjust benefits when changes in household circumstances or income are reported by recipient households or otherwise become known to the agency, including changes initiated by the agency (See 2404.3). The EW must act on all client reported changes within the following limits:

2404.1 Reduction or Termination of Benefits

When the reported change requires a reduction or termination of benefits, the EW shall issue a notice of adverse action (See 2405) within 10 calendar days, beginning the date notification of the change is received. The change shall then become effective as of the first issuance period after the expiration of the advance notice period, unless benefits are to be continued in accordance with 2407.

2404.2 Other Changes Affecting Household Participation

When any other reported change does not require reduction or termination of benefits or when the household waives notice of adverse action (See 2406.3), the EW shall make the change effective for not later than the first issuance period following 10 days from the date notification of the change was received.

2404.3 State Agency Initiated Changes

There are certain changes which are initiated by the State agency and over which the household has no control. Such changes are generally initiated as a result of a change in a State or Federal law or Federal regulation and include, but are not limited to:

- (1) Mass changes in the amount of federally aided public assistance or general assistance payments;
- (2) Changes in State standard deductions, such as, the standard utility allowance, if any;
- (3) Changes in Federal standards, such as, semiannual coupon allotment adjustments which affect boarder or ineligible alien income computations, boarder definition, attendant deduction; etc.

When such changes occur, the State agency shall be solely responsible for making the appropriate adjustments in the household's food stamp eligibility. The household is not required to report these changes as, in the case of changes to standards, they represent no real change in actual household circumstances or, in the case of PA or GA changes, the State agency has full prior knowledge of the change. However,

the household will continue to be responsible for reporting any changes where the State agency does not have full prior knowledge, such as increases in Social Security or SSI payments.

As these changes are generally known to the agency well in advance of their effective date, the State agency shall make the necessary food stamp adjustments effective as of the effective date of the change. For instance, States electing to use a utility standard should carefully plan their annual reviews of such standards in a manner which will permit the orderly adjustment of all casefiles where the standard was used by the effective date required for any revision to the standard. In most instances, changes initiated by the State agency will constitute a mass change for which no individual notice of adverse action is required (See 2405.1, 2405.2).

2404.4 Failure to Take Prompt Action

If the EW cannot comply with the requirements of 2404.1, 2404.2, or 2404.3 above, and if coupons are overissued because of such failure, a claim determination report will be filed for agency error. Household liability will be assessed in accordance with FNS recipient claim procedures (See 2050). If the household was overcharged for its coupon allotment or lost program benefits because of EW failure to process the change on a timely basis, a refund will be provided or credit given, as appropriate, to such household in accordance with FNS procedures (See 2051, 2052).

2404.5 PA Unit Coordination

The State agency shall establish procedures and controls to insure that communication is maintained between the PA unit and the food stamp and issuance units to assure that timely action as required in 2404.1, 2404.2 and 2404.3 is taken on changes reported by or affecting PA recipients.

2405 Notice of Adverse Action

Prior to any action to reduce or terminate a household's program benefits within the certification period, the EW shall, except as specified in 2406, provide the household 10 days advance notice before such action is taken. The notice shall explain the reasons for the proposed action, the household's right to request a hearing, and the circumstances under which program participation is continued if a hearing is requested (See 2407). If the household requests a hearing, the EW should

explain the continuation of benefits is strictly at the household's option and should the household elect to have its benefits continued, demand will be made for the value of any coupons overissued prior to or during the period such benefits are continued.

2406 Changes Not Requiring Advance Notice

Individual notices of adverse action are not required under the following circumstances:

2406.1 Mass Change

Individual notice of adverse action is not required when mass changes in program benefits are required for certain classes of households because of changes required by Federal or State law or Federal regulations affecting the basis of issuance tables, income standards or other eligibility criteria. Examples of such changes include changes in the maximum income limitations or basis of issuance tables, and changes in Social Security benefits, SSI payments, or PA grants.

2406.2 Notification for Mass Changes

Although individual notice of adverse action is not required under 2406.1, the State agency must publicize the possibility of an impending mass change in food stamp benefits for the affected class of recipients. Such notice may take the form of announcements made through the various news media or can be accomplished through a general notice mailed out with ATP cards or mailed separately, or with notices displayed in the food stamp and welfare offices and various issuance locations.

2406.3 Waiver by the Household

Advance notice may be waived when the head of the household, spouse, or his authorized representative provides the State agency with a written statement that food stamps are no longer desired or supplies information that requires a reduction or termination of benefits. The State agency may develop a form to provide a uniform record for the case file. In any event, the head of the household, spouse, or authorized representative must acknowledge in writing that he knows the required action will be taken and that he waives his right to continuation of benefits should a fair hearing be requested at a later date.

2406.4 Notice of Death

Notice of adverse action is not required when the EW receives notification of the death of a one person household. Such notification may reach the agency through a death notice seen in the newspaper, from contacts by friends or relatives of the deceased, or by contact from other social welfare agencies or charitable organizations.

2406.5 Move from Project Area

Notice of adverse action is not required when the EW receives notification that the household has moved from the project area.

2406.6 SSI Recipients in Cash-Out States

Notice of adverse action is not required when the EW receives notification that a food stamp recipient residing in one of the cash-out States has applied for and has been determined eligible for SSI (See 2323).

2407 Continuation of Benefits

If a household requests a hearing and continuation of benefits during the advance notice period, participation shall be continued on the basis authorized prior to the notice of adverse action. If a household establishes that its failure to request a hearing and continuation of benefits during the advance notice period was for good cause, the State agency may provide for reinstatement of benefits on the prior basis. When benefits are reduced or terminated as a result of a mass change without individual notice of adverse action as provided in 2406.1, the State agency shall, upon request of the household, reinstate benefits if the issue being appealed is that eligibility or benefits were improperly computed. Any benefits continued or reinstated above, shall be based on the basis of issuance table currently in effect. In no instance shall benefits be continued based on obsolete issuance tables. Once continued or reinstated, benefits will continue at these levels until a ruling by the hearing official or other change in household circumstances as explained in 2531.

2407.1 Effective Date

If a hearing request is not made within the advance notice period, benefits will be reduced or terminated as provided in 2404.1.

2410 EXPIRATION OF THE CERTIFICATION PERIOD

Upon expiration of the certification period household eligibility is terminated. Further entitlement to food stamps cannot be established without application by the household, an interview, verification, and subsequent certification of household eligibility by the State agency.

2411 Recipient Responsibilities

Households are responsible for making timely application for participation in the program after the initial period of certification. Households will receive at each time of certification written notification of when the certification period will expire. To prevent any lapse in benefits due to the expiration of the certification period, the household should make timely application and cooperate with EW requests for additional information or verification necessary for processing the application, prior to the end of its current certification period.

2412 State Agency Responsibilities

When households make timely application for participation subsequent to the initial period of certification, the EW must complete household certification or provide the household with a notice of denial prior to the expiration of the current certification period.

2412.1 Notification of Expiration

Households shall be provided written notice of the length of the certification period at the time of certification (See 2351). In addition the State agency may provide for an additional notice to recipient households advising them that the certification period is about to expire and that a new application is necessary to establish further entitlement. An additional notice of expiration is especially encouraged for households which are assigned certification periods of 6 months or longer.

2412.2 Notice of Denial

The EW shall provide written notice to households denied further participation upon application subsequent to the initial application (See 2352).

2412.3 Notice of Certification

If the application is approved, the EW shall provide the household written notification in accordance with 2351, including the date the household's new certification period will expire.

2413 Verification

Verification of income is not required if the household makes application during or within 30 days of the expiration of the current certification period provided income is consistent with that verified on the previous application. If the amount of income has changed more than \$25 or the source of income has changed, verification of income will be required. Other verification requirements are not affected.

2420 60-DAY CONTINUATION OF CERTIFICATION

The certification of a household which moves from one food stamp project area to another whether within or between States, will, under certain circumstances, remain valid for a period of 60 days after the date of its move without regard to changes in income or resources. The continuation period permits uninterrupted participation in the program and prevents a possible loss of benefits prior to certification at the new location. This provision was incorporated into the Food Stamp Act to assist those households who, for occupational reasons, move frequently from one location to another. However, it is also available to any participating household moving from one project area to another as long as the household meets the criteria established in 2422. The EW should acquaint applicants and recipients with this provision and make clear their right to choose between this procedure and certification under normal procedures upon arrival in the new project area.

2421 Certification of Household Transfer

Form FNS-286, Certification of Household Transfer, is the document used to continue a household's certification from one project area to another. Since the form is an extension of certification, the revised Form FNS-286 will provide the household's size and adjusted monthly income and the time period for which eligibility is continued. The State agency may therefore

(2421)

determine the household's proper coupon entitlement in the event that a household's move occurs during a change in the basis of issuance tables or moves to a State which has a different basis of issuance, e.g., Alaska. In addition, certification is continued when a household moves from a State where the income exclusion scale is higher than the national standard. Until the revised form is printed and distributed, the State agency will continue to use the present form, although some modification in procedures will be required. (See page 129 for example of completed Form FNS-286.)

2422 Responsibilities of Losing Project Areas

Upon notification by a household of its intent to move to another project area, the EW will take action as follows:

2422.1 Determine Eligibility

Determine if the household will be eligible to retain its certification for 60 days after the move has taken place. To determine continued eligibility, the EW will ask the household if all household members are moving with him. If the answer is yes, and the household is certified as eligible on the anticipated date of departure, the household will be considered eligible to retain its certification. Households will not be eligible if the current certification is under disaster eligibility standards, the preliminary certification provisions of 2313, or a 60-day continuation (except for the balance of such period as provided in 2424).

2422.2 Determine Coupon Entitlement

If the household has received its full coupon entitlement for the month in which the move takes place, the EW will authorize the full coupon entitlement for the two subsequent months. If the household has not purchased the entire allotment for the month in which the move takes place and the household wishes to participate in the gaining project area in that month, any unused issuance authorization documents must be surrendered prior to completing the Form FNS 286. The EW will then authorize a coupon entitlement (as represented by the unused issued documents surrendered) for the month of the move, in addition to the full coupon entitlement for the two subsequent months.

FORM FNS-286
(10-71)

U. S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
CERTIFICATION OF HOUSEHOLD TRANSFER
FNS(FS) Instr. 732-1

SERIAL NUMBER
162416

INSTRUCTIONS

After completion of this form, the original will be given to the household and the carbon copy retained in the household case file.

A new "Certification of Household Transfer" form will be prepared each time the household moves during the 60-day period. The same "From" and "To" dates shown in item 3 below will be entered on the new certification form as appeared on the original one.

The information in item 4 shows the portion of coupon allotment which the household is entitled to purchase during the 60-day period. If the household moves more than once during the same period, the new form will show only that portion of the coupon allotment which the household has not yet purchased.

Address of Certification Office:
Smith County Dept. of Public Welfare
14 Smith Street, Smithville, Arkansas

1. CASE NUMBER 4101-2	3. PERIOD HOUSEHOLD ENTITLED TO PURCHASE FOOD COUPONS: FROM: (Original date of departure from project area) November 3, 1974 (\$145) TO: (60 days following above date) January 31, 1975	4. PORTION OF COUPON ALLOTMENT HOUSEHOLD IS ENTITLED TO PURCHASE DURING 60-DAY PERIOD		
		MONTH	PURCHASE PRICE	COUPON ALLOTMENT
		Nov.	\$	\$
		Dec.	\$	\$ FULL
2. PROJECT AREA AND STATE Smith County Arkansas		Jan.	\$	\$ FULL

5. HOUSEHOLD COMPOSITION (List each member separately. For each member who is eligible to take part in a delivered meals program, place an "X" beside their name in the column designated DM)

NAME OF HEAD OF HOUSEHOLD	DM	OTHER HOUSEHOLD MEMBERS (Cont'd)	DM
John H. Jones		None	
OTHER HOUSEHOLD MEMBERS Susan S. Jones		None	
Robert R. Jones		None	
None		None	
None		None	

DATE Nov. 2, 1974	SIGNATURE OF HEAD OF HOUSEHOLD, SPOUSE, OR AUTHORIZED REPRESENTATIVE <i>John H. Jones</i>	DATE Nov. 2, 1974	SIGNATURE OF FOOD STAMP PROJECT AREA PERSONNEL <i>Billy Smith</i>
----------------------	--	----------------------	--

IMPORTANT - You must take this form to the food stamp office in your new location as soon as possible so that you may continue getting your food stamps

You will have to reapply for food stamps if--

- You lose this form.
- You do not have the same people living in your household.
- It has been more than 60 days since your original move.

You will no longer be eligible for food stamps if--

- You move into a boarding house or institution.
- You do not have cooking facilities and you are not eligible to take part in a delivered meals program.

If there is no Food Stamp Program in your new location, you will not be able to continue to take part in the Food Stamp Program.

!AVISO IMPORTANTE! Es necesario que usted lleve este formulario a la oficina distribuidora de estampillas para alimentos en su nueva localidad tan pronto como le sea posible para que pueda seguir recibiendo estampillas para alimentos.

Sera necesario que usted haga una nueva solicitud si acaso--

- Pierde este formulario.
- La misma gente ya no vive en su casa.
- Hace mas de 60 dias que usted se muda por la primera vez.

Dejara de recibir estampillas para alimentos si acaso--

- Se cambia a una casa de huéspedes o cualquier institucion.
- No tiene facilidades para cocinar donde vive y no califica para participar en el programa de entrega de comidas a domicilio.

Si el Programa de Estampillas para Alimentos no existe en su nueva localidad, no podra continuar participando en sus beneficios.

2422.3 Complete Form FNS-286

Until revised Forms FNS-286 are available, the EW will complete the transfer document according to the instructions printed on the form with the following modifications. (See Form FNS-286 insert for examples.)

- (1) In item 3, enter the household's adjusted monthly income in parentheses after the date of the household's departure from the project area.
- (2) In item 3, the continued certification will expire on the last day of the second month after the month in which the move occurs.
- (3) In item 4, cross out the block marked "Purchase Requirement."
- (4) In item 4, in the block marked "Coupon Allotment," cross out the first block if the household has already received its monthly coupon allotment in the month of the move. If not, enter the household's remaining coupon entitlement, either "Full," "1/2," etc., as determined by the value of unused issuance documents surrendered prior to the issuance of the Form FNS-286. For the 2 months following the month in which the household moves, enter "Full."

2422.4 Distribution of Copies

The original of Form FNS-286 is given to the household with instructions that the form must be delivered to a food stamp certification office in the new project area if the household wishes to continue its certification. The EW shall then:

- (1) Retain a copy of Form FNS-286 for the household's case file.
- (2) Record on a separate log the serial number of the Form FNS-286, the name of the head of the household, the period of continued eligibility, the household size, and adjusted monthly income.

2423 Responsibilities of Gaining Project Areas

When the household presents a Form FNS-286 to the food stamp office in the new project area, the EW will establish the following factors of eligibility:

2423.1 Form Validity

The form has not been altered and the 60-day eligibility period has not expired.

2423.2 Residence

The household is living in the project area and does not reside in a boarding house or institution.

2423.3 Household Membership

Household membership has not changed.

2423.4 Cooking Facilities

Cooking facilities are available (except as provided in 2211).

2423.5 Verification

If information provided by the household regarding any of the items above is questionable, such information must be verified before coupons are issued to the household.

2423.6 Issuance of Coupons

Upon satisfaction that the household meets the required criteria, the EW will:

- (1) Issue the household an identification card.
- (2) Notify the issuance unit to authorize a coupon allotment and purchase requirement based on the adjusted monthly income and household size reported on the Form FNS-286.
- (3) File the form and a copy of the notification sent to the issuance office in the household's case file.

- (4) Record on a separate log the serial number on the form, the name of the head of the household, and the disposition of the case.
- (5) Notify the originating office in the losing project area in writing when the form has been received. The address and telephone number of the originating office should appear on the form. A copy of the notification sent to the issuance office would be sufficient. However, the notification must contain the serial number of Form FNS-286 and the household size and adjusted monthly income for identification purposes.

2424 Moves Within Continued Certification

If the household intends to move again during the same 60-day period before using its entire authorization, the EW will complete a new Form FNS-286 for the household. The new form will indicate the remaining coupon entitlement the household is entitled to purchase in the gaining project area and will have the same expiration date as the original form.

2425 Expiration of Continued Certification

At the expiration of the 60-day continuation of certification, the household must be certified under normal procedures before any further entitlement to food stamps can be established. The household shall not be eligible for an additional 60-day continuation of certification unless certification under normal procedures has occurred, the household is certified as eligible on the day it moves, and meets all the other criteria in 2422. Households may request certification at any time during the 60-day period; however, the remaining portion of the period is forfeited by such certification.

2426 Security and Control of Form FNS-286

State and local agencies are required to take all precautions necessary to prevent or detect unauthorized use of Forms FNS-286 and shall safeguard these forms from theft, embezzlement, loss, damage, or destruction.

2426.1 Receipt of Forms

Forms FNS-286 that have been ordered by the State agency will be mailed by Certified Mail--Return Receipt Requested. The serial numbers of the forms being sent will be indicated on the address label. Upon receipt of the forms, the State agency is responsible for checking by serial number to assure that all forms have been received. Any forms that are missing must be noted on the return receipt and reported to the Regional Office.

2426.2 State Agency Responsibilities

The State agency shall:

- (1) Distribute Forms FNS-286 to the local project areas.
- (2) Maintain an inventory control record of Forms FNS-286 by serial number and a record of the serial numbers sent to individual project areas.
- (3) Keep the supply of undistributed Forms FNS-286 in secure storage and limit access to authorized personnel.
- (4) Make a physical inventory once a year.
- (5) Report forged, stolen, or counterfeit forms to the Regional Office.

2426.3 Local Agency Responsibilities

The local project area shall:

- (1) Upon receipt of Forms FNS-286, record the serial numbers of the forms and insert the address and telephone number of the certification office on the forms. This is to assure that redeemed transfer forms are returned to the appropriate office for accountability purposes.
- (2) Keep the supply of unissued Forms FNS-286 in secure storage.

- (3) Limit access of these forms to authorized personnel only.
- (4) Maintain an inventory control record for issuing Forms FNS-286 to other office personnel. At a minimum, such an inventory control record shall provide for:
 - (a) The assignment of a specific individual or a limited number of individuals to maintain the inventory control record. Offices responsible for the bulk supply of Forms FNS-286 shall limit this responsibility to a single person whenever possible.
 - (b) A record by serial number of all Forms FNS-286 and the date withdrawn from, or placed in, inventory.
 - (c) The initials of the person receiving the Forms FNS-286 as a record of receipt.
 - (d) The retention of inventory control records for audit purposes.
- (5) Make a physical inventory at least once a year.
- (6) Record the date of notification and the identity of the redeeming project area in the log when the originating project area receives notification that a Form FNS-286 has been redeemed. Notify the State agency immediately if the information supplied by the redeeming office is contradictory to information originally recorded in the log or if the original project area did not issue the form. The State agency shall then notify the Regional Office.
- (7) Notify the State agency immediately if counterfeit or stolen forms are discovered or if a theft occurs. The State agency shall then notify the Regional Office.

2427 Reporting Requirement

State agencies shall report on a semiannual basis to the Regional Office on the number of Forms FNS-286 issued to recipients and the number redeemed from project areas. The report for the 6 months from January through June shall be submitted on or before August 15; the report for July through December shall be submitted on or before February 15.

2430 NONUSE OF ATP CARDS

In those project areas where a machine issuance system is in use, the State agency will stop issuing ATP cards when a household has failed to purchase coupons for 3 consecutive months. As eligibility is not terminated, notice of adverse action is not required in such cases. The household may request to be issued ATP cards anytime during the remainder of the certification period.

THIS PAGE IS INTENDED TO BE VACANT.

2500 FAIR HEARINGS

Each Agency shall provide any household, aggrieved by any action of the State agency or State issuing agency in its administration of the program which affects the participation of the household in the program, with a fair hearing before the Agency or with an evidentiary hearing at the local level with a right to appeal to an Agency hearing. The Agency may adopt a system of local evidentiary hearings with an appeal to an Agency hearing on a Statewide or individual project area basis. Prompt, definitive, and final administrative action must be taken within 60 days of the request for a hearing.

2501 Definitions

For the purposes of 2500, the following definitions will apply:

2501.1 Agency

Agency means that agency of the State government which has the responsibility for the administration of the federally-aided public assistance program within the State. It does not include the local counterpart agencies administering such program.

2501.2 State Agency

State agency means both the Agency and its local counterpart offices.

2510 HEARING REQUEST

A household which feels aggrieved by any State agency or State issuing agency action may request a hearing by any clear expression, oral or written, to the effect that an opportunity to present the case to a higher authority is desired. Such request may be made by a household member, the authorized representative, or some other person acting on the household's behalf, such as a legal representative, relative, or friend. The right to make such a request shall not be limited or interfered with in any way. Households must be given a reasonable time, in conformance with limits set in PA procedure, in which to request a hearing.

2511 State Agency Assistance

State agencies must place emphasis on helping the claimant submit and process the request, and prepare the case, if needed. Information and referral services shall be provided to help claimants make use of any legal services available in the community that can provide legal representation at the hearing. Upon request, the State agency shall make available without charge the specific materials necessary for a household or its representative to determine whether a hearing should be requested or to prepare for a hearing. The State agency shall establish detailed control of individual steps in the hearing process, such as time limits for accepting, forwarding, and acknowledging a request for a hearing, for giving notice to the head of the household or his representative, and for the date of the hearing, to facilitate an orderly and fair sequence of events in hearing proceedings.

2512 Denial or Dismissal

The State agency may not deny or dismiss a request for a hearing except under the following circumstances:

2512.1 Withdrawal

The household withdraws the hearing request in writing.

2512.2 Abandonment

The household abandons the request. A request shall be considered abandoned when the claimant or his representative fail, without good cause, to appear at the scheduled hearing. If at a later date, the claimant shows good cause for failure to appear at the hearing, the hearing will be rescheduled.

2520 GROUP HEARINGS

The State agency may respond to a series of individual requests for hearings by conducting a single group hearing. The State agency may consolidate only cases in which the sole issue is one of Federal law, regulation or policy.

In all group hearings the policies governing hearings must be followed. Each individual claimant shall be permitted to present his own case or be represented by legal counsel or other spokesman.

2530 PARTICIPATION DURING APPEAL

If a household requests a hearing during the 10-day advance notice period, participation shall be continued on the basis authorized immediately prior to the notice of adverse action. If the household establishes that its failure to request a hearing and continuation of benefits during the advance notice period was for good cause, the State agency may provide for reinstatement of benefits on the prior basis. If benefits are reduced or terminated as a result of a mass change without individual notice of adverse action as provided in 2406.1, the State agency shall, upon request of the household, reinstate benefits if the issue being appealed is that eligibility or benefits were improperly computed. If a household requests a hearing and continuation of benefits as a result of the normal expiration of the certification period, or as a result of action or actions taken by the State agency at initial certification or on subsequent application, benefits shall not be reinstated or continued except as authorized at such initial or subsequent certification.

2531 Reduction or Termination Prior to Hearing Decision

Once continued, benefits shall not be reduced or terminated prior to a hearing decision except under the following circumstances:

2531.1 Policy Ruling

A determination is made at the hearing that the sole issue being appealed is one of Federal law, Regulation or policy and is not a matter of fact or judgment relating to an individual case. If the hearing official so rules, benefits will be reduced or terminated immediately as proposed in the notice of adverse action.

2531.2 Subsequent Change in Circumstances

A change affecting the household's eligibility or basis of issuance occurs while the hearing decision is pending and the household fails to request a hearing and continuation of benefits after the subsequent notice of adverse action.

EXAMPLE

A household of five has appealed a State agency decision that monies previously considered exempt should now be counted as income. Benefits are continued on the basis of income counted before the notice of adverse action. While the hearing decision is pending, one of the household's members who is not a factor in computing the household's income leaves the household. After receiving a notice of adverse action, the household does not challenge the State agency's decision to reduce the total coupon allotment to that for a household of four. Benefits are then continued for a household size of four, but the purchase requirement must be based on the household income prior to the first notice of adverse action.

2532 Notification

The State agency shall promptly inform the claimant in writing if benefits are reduced or terminated pending a hearing decision.

2540 HEARING PROCEDURE

The date, time and place of the hearing should be chosen to be convenient to the household. Written notice of the hearing shall be sent to all parties involved sufficiently in advance to permit adequate preparation of the case. The advance notice should be accompanied by the published hearing procedures and any other information which would contribute to the effective presentation of the case. The hearing may be conducted in an informal atmosphere. While the basic rule of order pertaining to such proceedings should be followed, it must be realized that claimants may not be familiar with the rules of order. Thus, every effort must be made to arrive at the facts of the case in a way that makes the claimant feel most at ease.

2541 Hearing Official

The person designated by the Agency (or the State agency in the case of evidentiary hearings) to preside over the hearing shall be the hearing official. The hearing official shall be an impartial party and shall not have been in any way connected with the previous actions or decisions in the case being appealed.

2542 Fact-Policy Distinction

When benefits are continued pending a hearing decision, the hearing official must rule at the hearing whether the issue being appealed is one of Federal law, Regulation or policy or whether the issue relates to a matter of fact or judgment applicable to an individual case. If the hearing official rules that the issue being appealed is one of Federal law, Regulation or policy, benefits will be reduced or terminated in accordance with 2531.1.

2543 Claimant Rights

The head of the household or his representative has the right to take the following action at the hearing:

2543.1 Examine Documents

The head of the household or his representative may examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing as well as during the hearing.

2543.2 Presentation of Case

The head of the household may present the case himself or have it presented by legal counsel or another representative.

2543.3 Bring Witnesses

The head of the household or his representative may bring witnesses to support his case in the appeal.

2543.4 Advance Arguments

The head of the household or his representative must be allowed to advance arguments without undue interference.

2543.5 Question Evidence

The head of the household or his representative may question or refute any testimony or evidence, and may confront and cross-examine adverse witnesses.

2543.6 Submit Evidence

The head of the household or his representative may submit evidence establishing pertinent facts and circumstances in the case.

2544 State Agency Rights

The State agency shall provide a representative to present its case at the hearing. The State agency representative has the same rights as the claimant to examine documents, bring witnesses, advance arguments, question evidence and submit evidence.

2545 Hearing Record

The verbatim transcript or recording of testimony and exhibits, or the official report summarizing the substance of the hearing, all evidence and other material introduced at the hearing and any recommendations made by the hearing official(s) shall constitute the hearing record. If the hearing involves medical issues, such as those concerning a diagnosis or an examining physician's report, the hearing official may rule that a medical assessment other than that of the person making the original determination will be obtained at combined Federal-State expense from a source satisfactory to both the claimant and the State agency and made a part of the hearing record. The hearing record shall be available to the head of the household or his representative at a place accessible to them at any time within reason. Confidential or other information which the head of the household or his representative do not have an opportunity to hear, see, and respond to shall not be introduced at the hearing, nor shall it become a part of the hearing record.

2546 Hearing Recommendation

The hearing official's recommendation on the case, if any, shall be based exclusively on the hearing record.

450 HEARING DECISION

Hearing decisions are rendered by the hearing authority. Such decisions are rendered in the name of the Agency and are binding on the State agency. The hearing decision shall

take into consideration all issues questioned at the hearing and shall be based exclusively on the hearing record. Decisions of the hearing authority may not run counter to Federal law, Regulation or policy. When the hearing authority is an individual different from the hearing official, the hearing authority may adopt the hearing official's recommendation, or reject such recommendations and reach a different conclusion based on the hearing record, or remand the matter back to the hearing official for further evidence. All hearing decisions shall be accessible to the public, subject to the disclosure safeguards in 2041.

2551 Hearing Authority

The hearing authority is the person designated to render the final administrative decision in a hearing. The same person may act as both the hearing official and the hearing authority; however, it shall not be any person who participated in the action being appealed. In the case of evidentiary hearings, the hearing authority shall be an official or officials of the local agency appointed expressly for such purpose. In the case of Agency hearings, the hearing authority may be the highest executive officer of the State agency, a panel of officials from such agency, or a person or persons expressly appointed for such purpose.

2552 Decision Format

A decision by the hearing authority rendered in the name of the Agency shall be presented in the following manner:

2552.1 Evidentiary Hearing

In the event of an evidentiary hearing, the decision will be in the form of a memorandum decision summarizing the facts of the case and identifying the specific regulation or policy.

2552.2 Agency Hearing

In the event of an Agency hearing, the decision will specify the reasons for the decision and identify the supporting evidence and the pertinent regulation or policy.

2553 Notification of Claimant

The head of the household shall be mailed written notice of the decision and be apprised of the reasons for the decision in accordance with 2552. At the same time the head of the household will be advised of any right of appeal known to the hearing authority.

2554 Appeal Rights of Claimant

After an adverse hearing decision the claimant may exercise the following appeal rights:

2554.1 Appeal After Evidentiary Hearing

When the decision of an evidentiary hearing is adverse to the claimant, he has the right to appeal to a hearing before the Agency and the right to request a de novo hearing. If a de novo hearing is requested, the Agency may discard the findings of the evidentiary hearing and literally "start anew." If a de novo hearing is not specifically requested, the Agency hearing may consist of a review of the evidentiary hearing record to determine if the decision was supported by substantial evidence in the hearing record. The claimant must appeal the decision of the evidentiary hearing within 15 days of the mailing date of the hearing decision notice. Benefits shall not be continued after an adverse decision to the claimant at an evidentiary hearing.

2554.2 Appeal After Agency Hearing

When the decision of an Agency hearing is adverse to the claimant, he has exhausted all available administrative remedies open to him and is free to pursue judicial review of his claim.

2560 FINAL ADMINISTRATIVE ACTION

Final administrative action shall be taken not later than 60 days from the date of the fair hearing request. However, if the head of the household or his representative requests a delay in the proceedings at the outset in order to prepare the case or for any other essential reason, the time limit for action on the decision may be extended for as many days as the hearing is delayed. For example, if the hearing was delayed for 10 days, a final action would be required 70 days after the fair hearing request.

2561 Agency Responsibilities

The Agency shall assure that local agencies take prompt action to implement decisions of the hearing authority.

2561.1 Monitoring Evidentiary Hearings

When the Agency adopts a system of local evidentiary hearings, the percentage of evidentiary hearing decisions overturned on appeal to the Agency should be closely monitored. If the number of such cases is excessive, the Agency should take action to assure that the impartiality of local hearing authorities has not been compromised.

2561.2 Review of Proposed Decisions

The State agency shall institute procedures to provide for review of the hearing officials' recommendations and proposed decision of the hearing authority to assure that such recommendations and proposed decisions are in consonance with Federal law, regulations, or policy. If the Agency finds that a recommendation or proposed decision runs counter to Federal law, regulations, or policy, its objections and recommendations should be filed in a report to the hearing authority and a copy of the report forwarded to the Regional Office.

2562 Adjustments After Decision

If the hearing authority rules that the household has been overcharged for its coupon allotment, the State agency shall provide the household with a refund as provided in 2051. Likewise, if the hearing authority rules that the household was improperly denied all or part of its proper coupon allotment, the State agency shall provide credits for lost benefits as provided in appropriate Food Stamp Regulations (See 2052). If the hearing authority rules that coupons were overissued previous to and during the pendency of the appeal, the State agency shall determine household liability in accordance with 2050.

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Maximum Allowable Monthly Net Food Stamp
Income Standards--48 States and the
District of Columbia

<u>Household Size</u>	<u>Maximum Allowable Income</u>	<u>Household Size</u>	<u>Maximum Allowable Income</u>	
1	215 ^{1/}	11	1374	*
2	307	12	1501	*
3	433	13	1628	*
4	553	14	1755	*
5	660	15	1882	*
6	787	16	2009	*
7	873	17	2136	*
8	993	18	2263	*
9	1120	19	2390	*
10	1247	20	2517	*
^{1/} USDA Poverty Guideline		Each Add'l Member +127		

NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
One-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$50.00</u>	<u>\$38.00</u>	<u>\$25.00</u>	<u>\$13.00</u> *

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	1.00	0.75	0.50	0.25
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	6.00	4.50	3.00	1.50
50 - 59.99	8.00	6.00	4.00	2.00
60 - 69.99	10.00	7.50	5.00	2.50
70 - 79.99	12.00	9.00	6.00	3.00
80 - 89.99	14.00	10.50	7.00	3.50
90 - 99.99	16.00	12.00	8.00	4.00
100 - 109.99	18.00	13.50	9.00	4.50
110 - 119.99	21.00	15.75	10.50	5.25
120 - 129.99	24.00	18.00	12.00	6.00
130 - 139.99	27.00	20.25	13.50	6.75
140 - 149.99	30.00	22.50	15.00	7.50
150 - 169.99	33.00	24.75	16.50	8.25
170 - 189.99	38.00	28.50	19.00	9.50*
190 - 209.99	38.00	28.50	19.00	9.50*
210 and up	40.00	30.00	20.00	10.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Two-Person Household

January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	\$ <u>92.00</u>	\$ <u>69.00</u>	\$ <u>46.00</u>	\$ <u>23.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	1.00	0.75	0.50	0.25
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	7.00	5.25	3.50	1.75
50 - 59.99	10.00	7.50	5.00	2.50
60 - 69.99	12.00	9.00	6.00	3.00
70 - 79.99	15.00	11.25	7.50	3.75
80 - 89.99	18.00	13.50	9.00	4.50
90 - 99.99	21.00	15.75	10.50	5.25
100 - 109.99	23.00	17.25	11.50	5.75
110 - 119.99	26.00	19.50	13.00	6.50
120 - 129.99	29.00	21.75	14.50	7.25
130 - 139.99	32.00	24.00	16.00	8.00
140 - 149.99	35.00	26.25	17.50	8.75
150 - 169.99	38.00	28.50	19.00	9.50
170 - 189.99	44.00	33.00	22.00	11.00
190 - 209.99	50.00	37.50	25.00	12.50
210 - 229.99	56.00	42.00	28.00	14.00
230 - 249.99	62.00	46.50	31.00	15.50
250 - 269.99	68.00	51.00	34.00	17.00
* 270 - 289.99	72.00	54.00	36.00	18.00
* 290 and up	72.00	54.00	36.00	18.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Three-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$130.00</u>	<u>\$ 98.00</u>	<u>\$ 65.00</u>	<u>\$ 33.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$ 0 - 19.99	0.00	0.00	0.00	0.00	
20 - 29.99	0.00	0.00	0.00	0.00	
30 - 39.99	4.00	3.00	2.00	1.00	
40 - 49.99	7.00	5.25	3.50	1.75	
50 - 59.99	10.00	7.50	5.00	2.50	
60 - 69.99	13.00	9.75	6.50	3.25	
70 - 79.99	16.00	12.00	8.00	4.00	
80 - 89.99	19.00	14.25	9.50	4.75	
90 - 99.99	21.00	15.75	10.50	5.25	
100 - 109.99	24.00	18.00	12.00	6.00	
110 - 119.99	27.00	20.25	13.50	6.75	
120 - 129.99	30.00	22.50	15.00	7.50	
130 - 139.99	33.00	24.75	16.50	8.25	
140 - 149.99	36.00	27.00	18.00	9.00	
150 - 169.99	40.00	30.00	20.00	10.00	
170 - 189.99	46.00	34.50	23.00	11.50	
190 - 209.99	52.00	39.00	26.00	13.00	
210 - 229.99	58.00	43.50	29.00	14.50	
230 - 249.99	64.00	48.00	32.00	16.00	
250 - 269.99	70.00	52.50	35.00	17.50	
270 - 289.99	76.00	57.00	38.00	19.00	
290 - 309.99	82.00	61.50	41.00	20.50	
310 - 329.99	88.00	66.00	44.00	22.00	
330 - 359.99	94.00	70.50	47.00	23.50	
360 - 389.99	102.00	76.50	51.00	25.50	
390 - 419.99	111.00	83.25	55.50	27.75	*
420 and up	112.00	84.00	56.00	28.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Four-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment.	<u>\$166.00</u>	<u>\$125.00</u>	<u>\$ 83.00</u>	<u>\$ 42.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	7.00	5.25	3.50	1.75
50 - 59.99	10.00	7.50	5.00	2.50
60 - 69.99	13.00	9.75	6.50	3.25
70 - 79.99	16.00	12.00	8.00	4.00
80 - 89.99	19.00	14.25	9.50	4.75
90 - 99.99	22.00	16.50	11.00	5.50
100 - 109.99	25.00	18.75	12.50	6.25
110 - 119.99	28.00	21.00	14.00	7.00
120 - 129.99	31.00	23.25	15.50	7.75
130 - 139.99	34.00	25.50	17.00	8.50
140 - 149.99	37.00	27.75	18.50	9.25
150 - 169.99	41.00	30.75	20.50	10.25
170 - 189.99	47.00	35.25	23.50	11.75
190 - 209.99	53.00	39.75	26.50	13.25
210 - 229.99	59.00	44.25	29.50	14.75
230 - 249.99	65.00	48.75	32.50	16.25
250 - 269.99	71.00	53.25	35.50	17.75
270 - 289.99	77.00	57.75	38.50	19.25
290 - 309.99	83.00	62.25	41.50	20.75
310 - 329.99	89.00	66.75	44.50	22.25
330 - 359.99	95.00	71.25	47.50	23.75
360 - 389.99	104.00	78.00	52.00	26.00
390 - 419.99	113.00	84.75	56.50	28.25
420 - 449.99	122.00	91.50	61.00	30.50
450 - 479.99	131.00	98.25	65.50	32.75
* 480 - 509.99	140.00	105.00	70.00	35.00
* 510 - 539.99	142.00	106.50	71.00	35.50
* 540 and up	142.00	106.50	71.00	35.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Five-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$198.00</u>	<u>\$149.00</u>	<u>\$ 99.00</u>	<u>\$ 50.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$ 0 - 19.99	0.00	0.00	0.00	0.00	
20 - 29.99	0.00	0.00	0.00	0.00	
30 - 39.99	5.00	3.75	2.50	1.25	
40 - 49.99	8.00	6.00	4.00	2.00	
50 - 59.99	11.00	8.25	5.50	2.75	
60 - 69.99	14.00	10.50	7.00	3.50	
70 - 79.99	17.00	12.75	8.50	4.25	
80 - 89.99	20.00	15.00	10.00	5.00	
90 - 99.99	23.00	17.25	11.50	5.75	
100 - 109.99	26.00	19.50	13.00	6.50	
110 - 119.99	29.00	21.75	14.50	7.25	
120 - 129.99	33.00	24.75	16.50	8.25	
130 - 139.99	36.00	27.00	18.00	9.00	
140 - 149.99	39.00	29.25	19.50	9.75	
150 - 169.99	42.00	31.50	21.00	10.50	
170 - 189.99	48.00	36.00	24.00	12.00	
190 - 209.99	54.00	40.50	27.00	13.50	
210 - 229.99	60.00	45.00	30.00	15.00	
230 - 249.99	66.00	49.50	33.00	16.50	
250 - 269.99	72.00	54.00	36.00	18.00	
270 - 289.99	78.00	58.50	39.00	19.50	
290 - 309.99	84.00	63.00	42.00	21.00	
310 - 329.99	90.00	67.50	45.00	22.50	
330 - 359.99	96.00	72.00	48.00	24.00	
360 - 389.99	105.00	78.75	52.50	26.25	
390 - 419.99	114.00	85.50	57.00	28.50	
420 - 449.99	123.00	92.25	61.50	30.75	
450 - 479.99	132.00	99.00	66.00	33.00	
480 - 509.99	141.00	105.75	70.50	35.25	
510 - 539.99	150.00	112.50	75.00	37.50	
540 - 569.99	159.00	119.25	79.50	39.75	
570 - 599.99	168.00	126.00	84.00	42.00	*
600 - 629.99	170.00	127.50	85.00	42.50	*
630 - 659.99	170.00	127.50	85.00	42.50	*
660 and up	170.00	127.50	85.00	42.50	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Six-Person Household

January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	\$236.00	\$177.00	\$118.00	\$ 59.00

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	11.00	8.25	5.50	2.75
60 - 69.99	14.00	10.50	7.00	3.50
70 - 79.99	17.00	12.75	8.50	4.25
80 - 89.99	21.00	15.75	10.50	5.25
90 - 99.99	24.00	18.00	12.00	6.00
100 - 109.99	27.00	20.25	13.50	6.75
110 - 119.99	31.00	23.25	15.50	7.75
120 - 129.99	34.00	25.50	17.00	8.50
130 - 139.99	37.00	27.75	18.50	9.25
140 - 149.99	40.00	30.00	20.00	10.00
150 - 169.99	43.00	32.25	21.50	10.75
170 - 189.99	49.00	36.75	24.50	12.25
190 - 209.99	55.00	41.25	27.50	13.75
210 - 229.99	61.00	45.75	30.50	15.25
230 - 249.99	67.00	50.25	33.50	16.75
250 - 269.99	73.00	54.75	36.50	18.25
270 - 289.99	79.00	59.25	39.50	19.75
290 - 309.99	85.00	63.75	42.50	21.25
310 - 329.99	91.00	68.25	45.50	22.75
330 - 359.99	97.00	72.75	48.50	24.25
360 - 389.99	106.00	79.50	53.00	26.50
390 - 419.99	115.00	86.25	57.50	28.75
420 - 449.99	124.00	93.00	62.00	31.00
450 - 479.99	133.00	99.75	66.50	33.25
480 - 509.99	142.00	106.50	71.00	35.50
510 - 539.99	151.00	113.25	75.50	37.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Six-Person Household
January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$236.00</u>	<u>\$177.00</u>	<u>\$118.00</u>	<u>\$59.00</u>

+

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	160.00	120.00	80.00	40.00
570 - 599.99	169.00	126.75	84.50	42.25
600 - 629.99	178.00	133.50	89.00	44.50
630 - 659.99	187.00	140.25	93.50	46.75
660 - 689.99	196.00	147.00	98.00	49.00
690 - 719.99	204.00	153.00	102.00	51.00
720 - 749.99	204.00	153.00	102.00	51.00
750 - 779.99	204.00	153.00	102.00	51.00
780 and up	204.00	153.00	102.00	51.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seven-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$262.00</u>	<u>\$197.00</u>	<u>\$131.00</u>	<u>\$ 66.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	15.00	11.25	7.50	3.75
70 - 79.99	18.00	13.50	9.00	4.50
80 - 89.99	21.00	15.75	10.50	5.25
90 - 99.99	25.00	18.75	12.50	6.25
100 - 109.99	28.00	21.00	14.00	7.00
110 - 119.99	32.00	24.00	16.00	8.00
120 - 129.99	35.00	26.25	17.50	8.75
130 - 139.99	38.00	28.50	19.00	9.50
140 - 149.99	41.00	30.75	20.50	10.25
150 - 169.99	44.00	33.00	22.00	11.00
170 - 189.99	50.00	37.50	25.00	12.50
190 - 209.99	56.00	42.00	28.00	14.00
210 - 229.99	62.00	46.50	31.00	15.50
230 - 249.99	68.00	51.00	34.00	17.00
250 - 269.99	74.00	55.50	37.00	18.50
270 - 289.99	80.00	60.00	40.00	20.00
290 - 309.99	86.00	64.50	43.00	21.50
310 - 329.99	92.00	69.00	46.00	23.00
330 - 359.99	98.00	73.50	49.00	24.50
360 - 389.99	107.00	80.25	53.50	26.75
390 - 419.99	116.00	87.00	58.00	29.00
420 - 449.99	125.00	93.75	62.50	31.25
450 - 479.99	134.00	100.50	67.00	33.50
480 - 509.99	143.00	107.25	71.50	35.75
510 - 539.99	152.00	114.00	76.00	38.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seven-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$262.00</u>	<u>\$197.00</u>	<u>\$131.00</u>	<u>\$ 66.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$540 - 569.99	161.00	120.75	80.50	40.25	
570 - 599.99	170.00	127.50	85.00	42.50	
600 - 629.99	179.00	134.25	89.50	44.75	
630 - 659.99	188.00	141.00	94.00	47.00	
660 - 689.99	197.00	147.75	98.50	49.25	
690 - 719.99	206.00	154.50	103.00	51.50	
720 - 749.99	215.00	161.25	107.50	53.75	*
750 - 779.99	224.00	168.00	112.00	56.00	*
780 - 809.99	226.00	169.50	113.00	56.50	*
810 - 839.99	226.00	169.50	113.00	56.50	*
840 - 869.99	226.00	169.50	113.00	56.50	*
870 and up	226.00	169.50	113.00	56.50	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eight-Person Household

January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$298.00</u>	<u>\$224.00</u>	<u>\$149.00</u>	<u>\$ 75.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eight-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	\$298.00	\$224.00	\$149.00	\$ 75.00	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	*
840 - 869.99	252.00	189.00	126.00	63.00	*
870 - 899.99	258.00	193.50	129.00	64.50	*
900 - 929.99	258.00	193.50	129.00	64.50	*
930 - 959.99	258.00	193.50	129.00	64.50	*
960 - 989.99	258.00	193.50	129.00	64.50	*
990 and up	258.00	193.50	129.00	64.50	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nine-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$336.00</u>	<u>\$252.00</u>	<u>\$168.00</u>	<u>\$ 84.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nine-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	\$336.00	\$252.00	\$168.00	\$ 84.00	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	*
900 - 929.99	270.00	202.50	135.00	67.50	*
930 - 959.99	279.00	209.25	139.50	69.75	*
960 - 989.99	288.00	216.00	144.00	72.00	*
990 - 1019.99	292.00	219.00	146.00	73.00	*
1020 - 1049.99	292.00	219.00	146.00	73.00	*
1050 - 1079.99	292.00	219.00	146.00	73.00	*
1080 - 1109.99	292.00	219.00	146.00	73.00	*
1110 and up	292.00	219.00	146.00	73.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Ten-Person Household

January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$374.00</u>	<u>\$281.00</u>	<u>\$187.00</u>	<u>\$94.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Ten-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$374.00</u>	<u>\$281.00</u>	<u>\$187.00</u>	<u>\$ 94.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	326.00	244.50	163.00	81.50
1140 - 1169.99	326.00	244.40	163.00	81.50
1170 - 1199.99	326.00	244.50	163.00	81.50
1200 - 1229.99	326.00	244.50	163.00	81.50
1230 and up	326.00	244.50	163.00	81.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eleven-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$412.00</u>	<u>\$309.00</u>	<u>\$206.00</u>	<u>\$103.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eleven-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$412.00</u>	<u>\$309.00</u>	<u>\$206.00</u>	<u>\$103.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	
900 - 929.99	270.00	202.50	135.00	67.50	
930 - 959.99	279.00	209.25	139.50	69.75	
960 - 989.99	288.00	216.00	144.00	72.00	
990 - 1019.99	297.00	222.75	148.50	74.25	*
1020 - 1049.99	306.00	229.50	153.00	76.50	*
1050 - 1079.99	315.00	236.25	157.50	78.75	*
1080 - 1109.99	324.00	243.00	162.00	81.00	*
1110 - 1139.99	333.00	249.75	166.50	83.25	*
1140 - 1169.99	342.00	256.50	171.00	85.50	*
1170 - 1199.99	351.00	263.25	175.50	87.75	*
1200 - 1229.99	360.00	270.00	180.00	90.00	*
1230 - 1259.99	360.00	270.00	180.00	90.00	*
1260 - 1289.99	360.00	270.00	180.00	90.00	*
1290 - 1319.99	360.00	270.00	180.00	90.00	*
1320 - 1349.99	360.00	270.00	180.00	90.00	*
1350 and up	360.00	270.00	180.00	90.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twelve-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$450.00</u>	<u>\$338.00</u>	<u>\$225.00</u>	<u>\$113.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twelve-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$450.00</u>	<u>\$338.00</u>	<u>\$225.00</u>	<u>\$112.00</u>

Purchase Requirement

<u>Monthly Net Income.</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	
900 - 929.99	270.00	202.50	135.00	67.50	
930 - 959.99	279.00	209.25	139.50	69.75	
960 - 989.99	288.00	216.00	144.00	72.00	
990 - 1019.99	297.00	222.75	148.50	74.25	
1020 - 1049.99	306.00	229.50	153.00	76.50	*
1050 - 1079.99	315.00	236.25	157.50	78.75	*
1080 - 1109.99	324.00	243.00	162.00	81.00	*
1110 - 1139.99	333.00	249.75	166.50	83.25	*
1140 - 1169.99	342.00	256.50	171.00	85.50	*
1170 - 1199.99	351.00	263.25	175.50	87.75	*
1200 - 1229.99	360.00	270.00	180.00	90.00	*
1230 - 1259.99	369.00	276.75	184.50	92.25	*
1260 - 1289.99	378.00	283.50	189.00	94.50	*
1290 - 1319.99	387.00	290.25	193.50	96.75	*
1320 - 1349.99	394.00	295.50	197.00	98.50	*
1350 - 1379.99	394.00	295.50	197.00	98.50	*
1380 - 1409.99	394.00	295.50	197.00	98.50	*
1410 - 1439.99	394.00	295.50	197.00	98.50	*
1440 - 1469.99	394.00	295.50	197.00	98.50	*
1470 - 1499.99	394.00	295.50	197.00	98.50	*
1500 and up	394.00	295.50	197.00	98.50	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Thirteen-Person Household

January 1, 1976

*

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$488.00</u>	<u>\$366.00</u>	<u>\$244.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Thirteen-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$488.00</u>	<u>\$366.00</u>	<u>\$244.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75
1440 - 1469.99	428.00	321.00	214.00	107.00
1470 - 1499.99	428.00	321.00	214.00	107.00

FOOD STAMP PROGRAM
 NET INCOME BASIS OF COUPON ISSUANCE
 48 States and District of Columbia
 Thirteen-Person Household

 January 1, 1976

	<u>Monthly</u>	Three- Quarter- <u>Monthly</u>	Semi- <u>Monthly</u>	Quarter <u>Monthly</u>
Total Coupon Allotment	<u>\$488.00</u>	<u>\$366.00</u>	<u>\$244.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	Three- Quarter- <u>Monthly</u>	Semi- <u>Monthly</u>	Quarter <u>Monthly</u>
\$1500 - 1529.99	428.00	321.00	214.00	107.00
1530 - 1559.99	428.00	321.00	214.00	107.00
1560 - 1589.99	428.00	321.00	214.00	107.00
1590 - 1619.99	428.00	321.00	214.00	107.00
1620 and up	428.00	321.00	214.00	107.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fourteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$526.00</u>	<u>\$395.00</u>	<u>\$263.00</u>	<u>\$132.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fourteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$526.00</u>	<u>\$395.00</u>	<u>\$263.00</u>	<u>\$132.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$ 540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	
900 - 929.99	270.00	202.50	135.00	67.50	
930 - 959.99	279.00	209.25	139.50	69.75	
960 - 989.99	288.00	216.00	144.00	72.00	
990 - 1019.99	297.00	222.75	148.50	74.25	
1020 - 1049.99	306.00	229.50	153.00	76.50	
1050 - 1079.99	315.00	236.25	157.50	78.75	
1080 - 1109.99	324.00	243.00	162.00	81.00	
1110 - 1139.99	333.00	249.75	166.50	83.25	
1140 - 1169.99	342.00	256.50	171.00	85.50	
1170 - 1199.99	351.00	263.25	175.50	87.75	*
1200 - 1229.99	360.00	270.00	180.00	90.00	*
1230 - 1259.99	369.00	276.75	184.50	92.25	*
1260 - 1289.99	378.00	283.50	189.00	94.50	*
1290 - 1319.99	387.00	290.25	193.50	96.75	*
1320 - 1349.99	396.00	297.00	198.00	99.00	*
1350 - 1379.99	405.00	303.75	202.50	101.25	*
1380 - 1409.99	414.00	310.50	207.50	103.50	*
1410 - 1439.99	423.00	317.25	211.50	105.75	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fourteen-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$526.00</u>	<u>\$395.00</u>	<u>\$263.00</u>	<u>\$132.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$1440 - 1469.99	432.00	324.00	216.00	108.00	*
1470 - 1499.99	441.00	330.75	220.50	110.25	*
1500 - 1529.99	450.00	337.50	225.00	112.50	*
1530 - 1559.99	459.00	344.25	229.50	114.75	*
1560 - 1589.99	462.00	346.50	231.00	115.50	*
1590 - 1619.99	462.00	346.50	231.00	115.50	*
1620 - 1649.99	462.00	346.50	231.00	115.50	*
1650 - 1679.99	462.00	346.50	231.00	115.50	*
1680 - 1709.99	462.00	346.50	231.00	115.50	*
1710 - 1739.99	462.00	346.50	231.00	115.50	*
1740 and up	462.00	346.50	231.00	115.50	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fifteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$564.00</u>	<u>\$423.00</u>	<u>\$282.00</u>	<u>\$141.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fifteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$564.00</u>	<u>\$423.00</u>	<u>\$282.00</u>	<u>\$141.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fifteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$ 564.00</u>	<u>\$423.00</u>	<u>\$282.00</u>	<u>\$141.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$1440 - 1469.99	432.00	324.00	216.00	108.00	*
1470 - 1499.99	441.00	330.75	220.50	110.25	*
1500 - 1529.99	450.00	337.50	225.00	112.50	*
1530 - 1559.99	459.00	344.25	229.50	114.75	*
1560 - 1589.99	468.00	351.00	234.00	117.00	*
1590 - 1619.99	477.00	357.75	238.50	119.25	*
1620 - 1649.99	486.00	364.50	243.00	121.50	*
1650 - 1679.99	495.00	371.25	247.50	123.75	*
1680 - 1709.99	496.00	372.00	248.00	124.00	*
1710 - 1739.99	496.00	372.00	248.00	124.00	*
1740 - 1769.99	496.00	372.00	248.00	124.00	*
1770 - 1799.99	496.00	372.00	248.00	124.00	*
1800 - 1829.99	496.00	372.00	248.00	124.00	*
1830 - 1859.99	496.00	372.00	248.00	124.00	*
1860 and up	496.00	372.00	248.00	124.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Sixteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$602.00</u>	<u>\$452.00</u>	<u>\$301.00</u>	<u>\$151.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Sixteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$602.00</u>	<u>\$452.00</u>	<u>\$301.00</u>	<u>\$151.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$ 540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	
900 - 929.99	270.00	202.50	135.00	67.50	
930 - 959.99	279.00	209.25	139.50	69.75	
960 - 989.99	288.00	216.00	144.00	72.00	
990 - 1019.99	297.00	222.75	148.50	74.25	
1020 - 1049.99	306.00	229.50	153.00	76.50	
1050 - 1079.99	315.00	236.25	157.50	78.75	
1080 - 1109.99	324.00	243.00	162.00	81.00	
1110 - 1139.99	333.00	249.75	166.50	83.25	
1140 - 1169.99	342.00	256.50	171.00	85.50	
1170 - 1199.99	351.00	263.25	175.50	87.75	
1200 - 1229.99	360.00	270.00	180.00	90.00	
1230 - 1259.99	369.00	276.75	184.50	92.25	
1260 - 1289.99	378.00	283.50	189.00	94.50	
1290 - 1319.99	387.00	290.25	193.50	96.75	*
1320 - 1349.99	396.00	297.00	198.00	99.00	*
1350 - 1379.99	405.00	303.75	202.50	101.25	*
1380 - 1409.99	414.00	310.50	207.00	103.50	*
1410 - 1439.99	423.00	317.25	211.50	105.75	*
1440 - 1469.99	432.00	324.00	216.00	108.00	*
1470 - 1499.99	441.00	330.75	220.50	110.25	*
1500 - 1529.99	450.00	337.50	225.00	112.50	*
1530 - 1559.99	459.00	344.25	229.50	114.75	*
1560 - 1589.99	468.00	351.00	234.00	117.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Sixteen-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$602.00</u>	<u>\$452.00</u>	<u>\$301.00</u>	<u>\$151.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* \$1590 - 1619.99	477.00	357.75	238.50	119.50
* 1620 - 1649.99	486.00	364.50	243.00	121.50
* 1650 - 1679.99	495.00	371.25	247.50	123.75
* 1680 - 1709.99	504.00	378.00	252.00	126.00
* 1710 - 1739.00	513.00	384.75	256.50	128.25
* 1740 - 1769.99	522.00	391.50	261.00	130.50
* 1770 - 1799.99	530.00	397.50	265.00	132.50
* 1800 - 1829.99	530.00	397.50	265.00	132.50
* 1830 - 1859.99	530.00	397.50	265.00	132.50
* 1860 - 1889.99	530.00	397.50	265.00	132.50
* 1890 - 1919.99	530.00	397.50	265.00	132.50
* 1920 - 1949.99	530.00	397.50	265.00	132.50
* 1950 - 1979.99	530.00	397.50	265.00	132.50
* 1980 and up	530.00	397.50	265.00	132.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seventeen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$640.00</u>	<u>\$480.00</u>	<u>\$320.00</u>	<u>\$160.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seventeen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$640.00</u>	<u>\$480.00</u>	<u>\$320.00</u>	<u>\$160.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$ 540 - 569.99	162.00	121.50	81.00	40.50	
570 - 599.99	171.00	128.25	85.50	42.75	
600 - 629.99	180.00	135.00	90.00	45.00	
630 - 659.99	189.00	141.75	94.50	47.25	
660 - 689.99	198.00	148.50	99.00	49.50	
690 - 719.99	207.00	155.25	103.50	51.75	
720 - 749.99	216.00	162.00	108.00	54.00	
750 - 779.99	225.00	168.75	112.50	56.25	
780 - 809.99	234.00	175.50	117.00	58.50	
810 - 839.99	243.00	182.25	121.50	60.75	
840 - 869.99	252.00	189.00	126.00	63.00	
870 - 899.99	261.00	195.75	130.50	65.25	
900 - 929.99	270.00	202.50	135.00	67.50	
930 - 959.99	279.00	209.25	139.50	69.75	
960 - 989.99	288.00	216.00	144.00	72.00	
990 - 1019.99	297.00	222.75	148.50	74.25	
1020 - 1049.99	306.00	229.50	153.00	76.50	
1050 - 1079.99	315.00	236.25	157.50	78.75	
1080 - 1109.99	324.00	243.00	162.00	81.00	
1110 - 1139.99	333.00	249.75	166.50	83.25	
1140 - 1169.99	342.00	256.50	171.00	85.50	
1170 - 1199.99	351.00	263.25	175.50	87.75	
1200 - 1229.99	360.00	270.00	180.00	90.00	
1230 - 1259.99	369.00	276.75	184.50	92.25	
1260 - 1289.99	378.00	283.50	189.00	94.50	
1290 - 1319.99	387.00	290.25	193.50	96.75	
1320 - 1349.99	396.00	297.00	198.00	99.00	
1350 - 1379.99	405.00	303.75	202.50	101.25	*
1380 - 1409.99	414.00	310.50	207.00	103.50	*
1410 - 1439.99	423.00	317.25	211.50	105.75	*
1440 - 1469.99	432.00	324.00	216.00	108.00	*
1470 - 1499.99	441.00	330.75	220.50	110.25	*
1500 - 1529.99	450.00	337.50	225.00	112.50	*
1530 - 1559.99	459.00	344.25	229.50	114.75	*
1560 - 1589.99	468.00	351.00	234.00	117.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seventeen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
Total Coupon Allotment	<u>\$640.00</u>	<u>\$480.00</u>	<u>\$320.00</u>	<u>\$160.00</u>	*

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>	
\$1590 - 1619.99	477.00	357.75	238.50	119.25	*
1620 - 1649.99	486.00	364.50	243.00	121.50	*
1650 - 1679.99	495.00	371.25	247.50	123.75	*
1680 - 1709.99	504.00	378.00	252.00	126.00	*
1710 - 1739.99	513.00	384.75	256.50	128.25	*
1740 - 1769.99	522.00	391.50	261.00	130.50	*
1770 - 1799.99	531.00	398.25	265.50	132.75	*
1800 - 1829.99	540.00	405.00	270.00	135.00	*
1830 - 1859.99	549.00	411.75	274.50	137.25	*
1860 - 1889.99	558.00	418.50	279.00	139.50	*
1890 - 1919.99	564.00	423.00	282.00	141.00	*
1920 - 1949.99	564.00	423.00	282.00	141.00	*
1950 - 1979.99	564.00	423.00	282.00	141.00	*
1980 - 2009.99	564.00	423.00	282.00	141.00	*
2010 - 2039.99	564.00	423.00	282.00	141.00	*
2040 - 2069.99	564.00	423.00	282.00	141.00	*
2070 - 2099.99	564.00	423.00	282.00	141.00	*
2100 - 2129.99	564.00	423.00	282.00	141.00	*
2130 and up	564.00	423.00	282.00	141.00	*

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eighteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$678.00</u>	<u>\$509.00</u>	<u>\$339.00</u>	<u>\$170.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eighteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$678.00</u>	<u>\$509.00</u>	<u>\$339.00</u>	<u>\$170.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eighteen-Person Household
July 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* Total Coupon Allotment	<u>\$678.00</u>	<u>\$509.00</u>	<u>\$339.00</u>	<u>\$170.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
* \$1440 - 1469.99	432.00	324.00	216.00	108.00
* 1470 - 1499.99	441.00	330.75	220.50	110.25
* 1500 - 1529.99	450.00	337.50	225.00	112.50
* 1530 - 1559.99	459.00	344.25	229.50	114.75
* 1560 - 1589.99	468.00	351.00	234.00	117.00
* 1590 - 1619.99	477.00	357.75	238.50	119.25
* 1620 - 1649.99	486.00	364.50	243.00	121.50
* 1650 - 1679.99	495.00	371.25	247.50	123.75
* 1680 - 1709.99	504.00	378.00	252.00	126.00
* 1710 - 1739.99	513.00	384.75	256.50	128.25
* 1740 - 1769.99	522.00	391.50	261.00	130.50
* 1770 - 1779.99	531.00	398.25	265.50	132.75
* 1800 - 1829.99	540.00	405.00	270.00	135.00
* 1830 - 1859.99	549.00	411.75	274.50	137.25
* 1860 - 1889.99	558.00	418.50	279.00	139.50
* 1890 - 1919.99	567.00	425.25	283.50	141.75
* 1920 - 1949.99	576.00	432.00	288.00	144.00
* 1950 - 1979.99	585.00	438.75	292.50	146.25
* 1980 - 2009.99	594.00	445.50	297.00	148.50
* 2010 - 2039.99	598.00	448.50	299.00	149.50
* 2040 - 2069.99	598.00	448.50	299.00	149.50
* 2070 - 2099.99	598.00	448.50	299.00	149.50
* 2100 - 2129.99	598.00	448.50	299.00	149.50
* 2130 - 2159.99	598.00	448.50	299.00	149.50
* 2160 - 2189.99	598.00	448.50	299.00	149.50
* 2190 - 2219.99	598.00	448.50	299.00	149.50
* 2220 - 2249.99	598.00	448.50	299.00	149.50
* 2250 and up	598.00	448.50	299.00	149.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nineteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$716.00</u>	<u>\$537.00</u>	<u>\$358.00</u>	<u>\$179.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nineteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$716.00</u>	<u>\$537.00</u>	<u>\$358.00</u>	<u>\$179.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nineteen-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$716.00</u>	<u>\$537.00</u>	<u>\$358.00</u>	<u>\$179.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$1440 - 1469.99	432.00	324.00	216.00	108.00
1470 - 1499.99	441.00	330.75	220.50	110.25
1500 - 1529.99	450.00	337.50	225.00	112.50
1530 - 1559.99	459.00	344.25	229.50	114.75
1560 - 1589.99	468.00	351.00	234.00	117.00
1590 - 1619.99	477.00	357.75	238.50	119.25
1620 - 1649.99	486.00	364.50	243.00	121.50
1650 - 1679.99	495.00	371.25	247.50	123.75
1680 - 1709.99	504.00	378.00	252.00	126.00
1710 - 1739.99	513.00	384.75	256.50	128.25
1740 - 1769.99	522.00	391.50	261.00	130.50
1770 - 1799.99	531.00	398.25	265.50	132.75
1800 - 1829.99	540.00	405.00	270.00	135.00
1830 - 1859.99	549.00	411.75	274.50	137.25
1860 - 1889.99	558.00	418.50	279.00	139.50
1890 - 1919.99	567.00	425.25	283.50	141.75
1920 - 1949.99	576.00	432.00	288.00	144.00
1950 - 1979.99	585.00	438.75	292.50	146.25
1980 - 2009.99	594.00	445.50	297.00	148.50
2010 - 2039.99	603.00	452.25	301.50	150.75
2040 - 2069.99	612.00	459.00	306.00	153.00
2070 - 2099.99	621.00	465.75	310.50	155.25
2100 - 2129.99	630.00	472.50	315.00	157.50
2130 - 2159.99	632.00	474.00	316.00	158.00
2160 - 2189.99	632.00	474.00	316.00	158.00
2190 - 2219.99	632.00	474.00	316.00	158.00
2220 - 2249.99	632.00	474.00	316.00	158.00
2250 - 2279.99	632.00	474.00	316.00	158.00
2280 - 2309.99	632.00	474.00	316.00	158.00
2310 - 2339.99	632.00	474.00	316.00	158.00
2340 - 2369.99	632.00	474.00	316.00	158.00
2370 and up	632.00	474.00	316.00	158.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twenty-Person Household
January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$754.00</u>	<u>\$566.00</u>	<u>\$377.00</u>	<u>\$189.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twenty-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$754.00</u>	<u>\$566.00</u>	<u>\$377.00</u>	<u>\$189.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twenty-Person Household

January 1, 1976

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$754.00</u>	<u>\$566.00</u>	<u>\$377.00</u>	<u>\$189.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$1440 - 1469.99	432.00	324.00	216.00	108.00
1470 - 1499.99	441.00	330.75	220.50	110.25
* 1500 - 1529.99	450.00	337.50	225.00	112.50
* 1530 - 1559.99	459.00	344.25	229.50	114.75
* 1560 - 1589.99	468.00	351.00	234.00	117.00
* 1590 - 1619.99	477.00	357.75	238.50	119.25
* 1620 - 1649.99	486.00	364.50	243.00	121.50
* 1650 - 1679.99	495.00	371.25	247.50	123.75
* 1680 - 1709.99	504.00	378.00	252.00	126.00
* 1710 - 1739.99	513.00	384.75	256.50	128.25
* 1740 - 1769.99	522.00	391.50	261.00	130.50
* 1770 - 1799.99	531.00	398.25	265.50	132.75
* 1800 - 1829.99	540.00	405.00	270.00	135.00
* 1830 - 1859.99	549.00	411.75	274.50	137.25
* 1860 - 1889.99	558.00	418.50	279.00	139.50
* 1890 - 1919.99	567.00	425.25	283.50	141.75
* 1920 - 1949.99	576.00	432.00	288.00	144.00
* 1950 - 1979.99	585.00	438.75	292.50	146.25
* 1980 - 2009.99	594.00	445.50	297.00	148.50
* 2010 - 2039.99	603.00	452.25	301.50	150.75
* 2040 - 2069.99	612.00	459.00	306.00	153.00
* 2070 - 2099.99	621.00	465.75	310.50	155.25
* 2100 - 2129.99	630.00	472.50	315.00	157.50
* 2130 - 2159.99	639.00	479.25	319.50	159.75
* 2160 - 2189.99	648.00	486.00	324.00	162.00
* 2190 - 2219.99	657.00	492.75	328.50	164.25
* 2220 - 2249.99	666.00	499.50	333.00	166.50
* 2250 - 2279.99	666.00	499.50	333.00	166.50
* 2280 - 2309.99	666.00	499.50	333.00	166.50
* 2310 - 2339.99	666.00	499.50	333.00	166.50
* 2340 - 2369.99	666.00	499.50	333.00	166.50
* 2370 - 2399.99	666.00	499.50	333.00	166.50
* 2400 - 2429.99	666.00	499.50	333.00	166.50
* 2430 - 2459.99	666.00	499.50	333.00	166.50
* 2460 - 2489.99	666.00	499.50	333.00	166.50
* 2490 and up	666.00	499.50	333.00	166.50

FOOD STAMP PROGRAM
Net Income Basis of Coupon Issuance
48 States and District of Columbia

For issuance to households of more than 20 persons use the following formula:

A Value of the Total Allotment. For each person in excess of 20, add \$38 to the monthly coupon allotment and \$19 to the semimonthly allotment for a 20-person household. For all three-quarter monthly and quarter monthly allotments of uneven dollar amounts, round up to the next higher whole dollar amount with no change in purchase requirements for such allotments.

B Purchase Requirement.

1. Use the purchase requirement shown for the 20-person household for households with incomes of \$2219.99 or less per month.

2. For households with monthly incomes of \$2220 or more, use the following formula:

For each \$30 worth of monthly income (or portion thereof) over \$2219.99 add \$9 to the monthly purchase requirement shown for a 20-person household with an income of \$2219.99 (or \$6.75 to the three-quarter monthly, \$4.50 to the semimonthly purchase requirement, and \$2.25 to the quarterly purchase requirement).

3. To obtain the maximum purchase requirement for households of more than 20 persons, add to the maximum purchase requirement shown for a 20-person household, \$34 monthly; \$25.50 three-quarter monthly; \$17 semi-monthly; and \$8.50 quarterly for each person over 20.

MASSACHUSETTS FOOD STAMP PROGRAM ISSUANCE TABLES

EFFECTIVE 1/1/76-6/30/76

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8
COUPON ALLOTMENT	\$50	\$92	\$130	\$166	\$198	\$236	\$262	\$298
MONTHLY ADJUSTED INCOME RANGE	PURCHASE REQUIREMENT							
0 - 19.99	0	0	0	0	0	0	0	0
20 - 29.99	1	1	0	0	0	0	0	0
30 - 39.99	4	4	4	4	5	5	5	5
40 - 49.99	6	7	7	7	8	8	8	8
50 - 59.99	8	10	10	10	11	11	12	12
60 - 69.99	10	12	13	13	14	14	15	16
70 - 79.99	12	15	16	16	17	17	18	19
80 - 89.99	14	18	19	19	20	21	21	22
90 - 99.99	16	21	21	22	23	24	25	26
100 - 109.99	18	23	24	25	26	27	28	29
110 - 119.99	21	26	27	28	29	31	32	33
120 - 129.99	24	29	30	31	33	34	35	36
130 - 139.99	27	32	33	34	36	37	38	39
140 - 149.99	30	35	36	37	39	40	41	42
150 - 169.99	33	38	40	41	42	43	44	45
170 - 189.99	38	44	46	47	48	49	50	51
190 - 209.99	38	50	52	53	54	55	56	57
210 - 229.99	40*	56	58	59	60	61	62	63
230 - 249.00		62	64	65	66	67	68	69
250 - 269.99		68	70	71	72	73	74	75
270 - 289.99		72	76	77	78	79	80	81
290 - 309.99		72*	82	83	84	85	86	87
310 - 329.99			88	89	90	91	92	93
330 - 359.99			94	95	96	97	98	99
360 - 389.99			102	104	105	106	107	108
390 - 419.99			111	113	114	115	116	117
420 - 449.99			112*	122	123	124	125	126
450 - 479.99	*Below are the NPA maximum							
480 - 509.99	adjusted net incomes. NPA							
510 - 539.99	households over these monthly							
540 - 569.99	amounts are not eligible for							
570 - 599.99	the Food Stamp Program:							
600 - 629.99					168	169	170	171
630 - 659.99	HOUSEHOLD SIZE	MAXIMUM INCOME			170	178	179	180
660 - 689.99	one	\$215			170	187	188	189
690 - 719.99	two	\$307			170*	196	197	198
720 - 749.99	three	\$433			204	204	206	207
750 - 779.99	four	\$553			204	204	215	216
780 - 809.99	five	\$660			204*	224	224	225
810 - 839.99	six	\$787				226	226	234
840 - 869.99	seven	\$873				226	226	243
870 - 899.99	eight	\$993				226	226	252
900 - 929.99	EACH ADDITIONAL MEMBER +127							
930 - 959.99						226*	226*	258
960 - 989.99								258
990 - 1019.99								258*

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT I

Procedures for Issuing Forward Adjustments

A Forward Adjustment is a process of allotting retroactive benefits to Food Stamp participants who are entitled to bonus coupons but did not receive them. It is accomplished by lowering the purchase requirement the household pays for the Food Stamps.

A Forward Adjustment is due a household in the following administrative situations:

1. Agency Delay

"The State agency must either approve or deny applications for participation within thirty (30) days from the receipt of an identifiable application". (Food Stamp Certification Handbook, page 2, paragraph 2020). Since Massachusetts issues Authorizations to Purchase (ATP's) in monthly allotments, benefits are due from the first of the month following the date of application. If an ATP is received during the calendar month following the date of application, the agency will have fulfilled the prompt action regulation of the Food Stamp Certification Handbook and a Forward Adjustment would not be necessary.

2. Erroneous Denial of Benefits

3. Erroneous Termination of Benefits

4. Underissued Bonus Coupons as a Result of an Incorrect Coupon Allotment

This situation occurs only when there is an underpayment in the coupon allotment to the household. It generally occurs as a result of an error in the household size computation. (See: example 4, page 10)

A Forward Adjustment is not used to reconcile an overpayment of the purchase requirement by the Food Stamp participant. Such an overpayment requires a cash refund and will be the subject of separate instructions.

The issuing of a Forward Adjustment does not require the action of a fair hearing. It is therefore intended that all new households not certified promptly (Agency Delay) will have the appropriate Forward Adjustment entered on their initial Form SS9F.

The following priority order will generally govern the processing of Forward Adjustments on previously certified cases:

1. Households due benefits by way of a fair hearing decision issued more than 30 days previously.

EFFECTIVE 1/1/75

2. Households due benefits by way of a fair hearing decision issued less than 30 days previously.
3. Households which have filed for a fair hearing, but yet not received a decision, if the local office concurs that benefits are due.
4. All other households, beginning with those who are due the most substantial credits and/or have been waiting the longest period of time.

Whenever practical and consistent with the priority noted above, Forward Adjustments should be done in conjunction with scheduled recertification. A single Form SS9F can be used to change basic data based on a recertification, as well as entering a Forward Adjustment based on the original certification.

If a household is currently not eligible for participation in the Food Stamp Program or participating at the zero purchase level, the amount of benefits erroneously withheld will be recorded in the case record and made available when the household becomes eligible or a purchase requirement is assigned.

The amount of the Forward Adjustment entitlement may be computed by use of the Food Stamp Forward Adjustment Notice, FSP-8, (Instructions, Page 12). The FSP-8 will also serve as a recipient notice, explaining the basis of the Forward Adjustment.

The amount of entitlement will be listed in block 23 of the SS9F in the following manner:

1. The letters VX are placed in the left corner of Block 23, (For RDCU purposes).
2. The three digit whole dollar amount of the Forward Adjustment is placed after the VX.
3. The words "Forward Adjustment" are placed after the three digit whole dollar amount.

EXAMPLE: Forward Adjustment due of \$60.00

EXCERPT OF
SS9F

23 REMARKS
VX 060 FORWARD ADJUSTMENT

The maximum Forward Adjustment allowed is \$600.00. If the entitlement is greater than \$600.00, a second Forward Adjustment will have to be submitted. The second Adjustment should be made when the first \$600 has been reduced to a point where the adjustment left to be made and the adjustment being submitted do not exceed \$600.

To help you in determining the amount of adjustment remaining, if any, you can consult the regular Food Stamp computer printouts FSP026 (first of the month) or FSP027 (cumulative, daily, thereafter). For those cases with adjustments, a second line will appear on the printout. It will look like this:

Forward Adjustment - MO PUR REQ 046.00 ON-FILE-FWD-ADJ 060.00
USED-FWD-ADJ 046.00 LEFT-FWD-ADJ 014.00

At a future date computer calculations will be substituted for worker calculations in computing the amount of benefits due.

At no time shall a Forward Adjustment be implemented to restore lost benefits that occurred 12 months preceeding the discovery of the situation causing the lost benefits.

Four examples of hypothetical situations requiring a Forward Adjustment, as well as the required procedures, follow. The first two examples deal with situations in which there has been an Agency delay in certification, the third deals with a situation of an erroneous denial of benefits (same procedure for erroneous termination of benefits) and the fourth deals with a situation of underissued bonus coupons as a result of an incorrect coupon allotment.

John Smith, head of a household of four persons with an adjusted net income of \$350, applied for Food Stamps on August 18, 1974. Due to application back-logs the certification was not completed until December 10, 1974.

Solution: Mr. Smith was due benefits beginning September 1, 1974 which is the first of the month following the date of application. His basis of issuance is \$95 Purchase Requirement for a Coupon Allotment of \$150, resulting in a monthly bonus entitlement of \$55. Since he will receive an Authorization to Purchase (ATP) during December the only months that he was due benefits but did not receive them are September, October, and November. Multiplying the \$55 monthly bonus by the three month period results in a \$165 Forward Adjustment.

The EW (Eligibility Worker) does not lower the Purchase Requirement on the SS9F. The EW completes the SS9F as he would any new case with the exception of adding the Forward Adjustment Information in Block 23. The computer will automatically reduce the purchase requirement until, in the shortest time possible, the benefit is repaid. The computer will then re-adjust the purchase requirement to its correct amount.

SAMPLE SS9F APPEARS BELOW. SAMPLE FSP-8 APPEARS ON NEXT PAGE.



THE COMMONWEALTH OF MASSACHUSETTS

REF. NO. 0258395

DEPARTMENT OF PUBLIC WELFARE

AUTHORIZATION TO PARTICIPATE IN FOOD STAMP PROGRAM

1 NAME Smith John										2 RDCU ONLY									
3 ENTRY DATE MM DD YY 12/10/74		4 REGION 00		5 WSO 000		6 CATEGORY (circle one) 0 CRP 4 GR 8 MA-UNDER 21 1 SSI-A 5 MA-OAA 9 FS ONLY 2 AFDC 6 MA-AFDC 3 SSI-D 7 MA-DA			7 SOCIAL SECURITY NO. 000 01 1234										
8 TYPE ENTRY (circle one) 1 NEW/REOPEN FS CASE		9 FS STATUS (circle one) 1 OPEN		10 FS START/ CLOSING DATE MM DD YY 12/10/74		11 HOUSE HOLD SIZE 4		12 ADJUST. NET INCOME 350		13 COUPON ALLOTMENT 150		14 PURCH REQ MNT 95		15 ATP TYPE (circle one) 1 MTHLY		16		17 NPA HOUSEHOLD (circle one) 1 NPA	
18 DEP. NO.		19 FS STATUS		20 FS START/ CLOSING DATE		21 RELATED CASE NO.													
				/ /															
				/ /															
22 RDCU ONLY		23 REMARKS SS9A # 1234567 VX 165 FORWARD ADJUSTMENT																	
24 SOCIAL WORKER SIGNATURE m. Ciopper						25 DATE 12/10/74		26 SUPERVISOR SIGNATURE w. O'Neil						27 DATE 12/10/74					

Sample
Front Side
Only!

MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE
FORWARD ADJUSTMENT - FOOD STAMPS

Food Stamp Handbook
Supplement I
Page 5

12-10-74
Date

TO: John Smith
Client Name

FROM: Boston WSO
Welfare Service Office

1 Main St.
Address

1 Stamp St.
Address

Boston 02115
City/Town Zip

Boston 02116 555-1234
City/Town Zip Tel. No.

Dear Mr. Smith

1. This is to inform you that a forward adjustment has been made in your Food Stamp Purchase Requirements [the amount you pay]. The purpose of this action is to restore to you the lost bonus coupon value to which you are entitled because of:

☒ AGENCY DELAY ☐ ERRONEOUS TERMINATION
☐ ERRONEOUS DENIAL ☐ UNDERISSUED BONUS VALUE

2. The forward adjustment computed below will reduce the amount you pay for your stamps so that in the shortest time possible, you will receive the lost benefits. The amount you pay will then be automatically returned, without further notice, to the correct monthly amount for your household.
3. The following is an explanation of how the forward adjustment has been computed if it is because of agency delay, erroneous denial or erroneous termination. This is an adjustment for months in which benefits were due but not received. [Note - benefits are due from the first of the month following the date of application.]:

8-18-74 First of 9 1974
Date of Application Date Benefits Due

BENEFITS DUE FOR THE MONTH[S] OF 9/74 THROUGH 11/74 = 3
No. of Months

Coupon Allotment	-	Purchase Requirement	=	Monthly Bonus	x	Months Due	=	Forward Adjustment Entitlement
<u>150</u>	-	<u>95</u>	=	<u>55</u>	x	<u>3</u>	=	<u>165</u>
_____	-	_____	=	_____	x	_____	=	_____
_____	-	_____	=	_____	x	_____	=	_____

4. The following is an explanation of how the forward adjustment has been computed, if it is because of underissued bonus value caused by selection of an incorrect coupon allotment:

ERROR OCCURRED IN THE MONTH[S] OF / THROUGH / = _____
No. of Months

Correct Monthly Bonus Value	-	Actual Monthly Bonus Value	=	Underissued Monthly Bonus Value	x	Months Due	=	Forward Adjustment Entitlement
-----------------------------	---	----------------------------	---	---------------------------------	---	------------	---	--------------------------------

5. Total lost benefits which will be restored through forward adjustment in the amount you pay for stamps:

\$ 165

M. Ciopper
Eligibility Worker's Signature


W. O'Neil
Supervisor's Signature

(COMPUTING LOST BENEFITS WHEN BONUS VALUE
CHANGED DURING ENTITLEMENT PERIOD)

John Smith, head of a household of four persons with an adjusted net income of \$350, applied for Food Stamps on October 8, 1974. Due to application back-logs the certification was not completed until February 5, 1975.

Solution: Mr. Smith was due benefits beginning November 1, 1974 which is the first of the month following the date of application. His basis of issuance is \$95 Purchase Requirement for a Coupon Allotment of \$150, resulting in a monthly bonus entitlement of \$55 for each of the two months involved (November and December). However, due to the cost of living increase January 1, 1975, the Coupon Allotment has been increased to \$154 with the Purchase Requirement staying at \$95, resulting in a bonus of \$59 for the month of January. Thus, the Forward Adjustment, in this case, would be computed by Multiplying \$55 by two months (\$110) and adding the bonus entitlement of \$59 for the month of January. The Forward Adjustment would be \$169.

SAMPLE SS9F APPEARS BELOW. SAMPLE FSP-8 APPEARS ON NEXT PAGE.

 THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE AUTHORIZATION TO PARTICIPATE IN FOOD STAMP PROGRAM										REF. NO. 0258396									
1 NAME <u>Smith John</u>									2 RDCU ONLY										
3 ENTRY DATE MM DD YY <u>2/5/75</u>		4 REGION <u>00</u>		5 WSO <u>000</u>		6 CATEGORY (circle one) 0 CRP 1 SSI-A 2 AFDC 3 SSI-D 4 GR 5 MA-OAA 6 MA-AFDC 7 MA-DA 8 MA-UNDER 21 9 FS ONLY			7 SOCIAL SECURITY NO. <u>000-01-1234</u>										
8 TYPE ENTRY (circle one) <input checked="" type="radio"/> NEW/REOPEN FS CASE T CHANGE		9 FS STATUS (circle one) <input checked="" type="radio"/> OPEN 2 REOPEN 4 CLOSED		10 FS START/ CLOSING DATE MM DD YY <u>2/5/75</u>		11 HOUSE HOLD SIZE <u>4</u>		12 ADJUST. NET INCOME <u>350</u>		13 COUPON ALLOTMENT <u>154</u>		14 PURCH REQMNT <u>95</u>		15 ATP TYPE (circle one) <input checked="" type="radio"/> MTHLY 2 SEMI MTHLY		16		17 NPA HOUSEHOLD (circle one) <input checked="" type="radio"/> NPA 2 PA	
18 DEP. NO.		19 FS STATUS		20 FS START/ CLOSING DATE		21 RELATED CASE NO.													
				/ /															
				/ /															
22 RDCU ONLY		23 REMARKS <div style="text-align: right;">SS9A # 1234567</div> <div style="text-align: center;">VX 169 FORWARD ADJUSTMENT</div>																	
24 SOCIAL WORKER SIGNATURE <u>M. Ciopper</u>						25 DATE <u>2/5/75</u>		26 SUPERVISOR SIGNATURE <u>W. O'Neil</u>						27 DATE <u>2/5/75</u>					
SS9F REV. 5/74-300M-8-74-104126 RDCU COPY																			

Sample
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MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE
FORWARD ADJUSTMENT - FOOD STAMPS

Food Stamp Handbook
Supplement I
Page 7

2-5-75
Date

TO: John Smith
Client Name

FROM: Boston WSO
Welfare Service Office

1 Main St.
Address

1 Stamp St.
Address

Boston 02115
City/Town Zip

Boston 02116 555-1234
City/Town Zip Tel. No.

Dear Mr. Smith

1. This is to inform you that a forward adjustment has been made in your Food Stamp Purchase Requirements [the amount you pay]. The purpose of this action is to restore to you the lost bonus coupon value to which you are entitled because of:

☒ AGENCY DELAY
☐ ERRONEOUS DENIAL

☐ ERRONEOUS TERMINATION
☐ UNDERISSUED BONUS VALUE

2. The forward adjustment computed below will reduce the amount you pay for your stamps so that in the shortest time possible, you will receive the lost benefits. The amount you pay will then be automatically returned, without further notice, to the correct monthly amount for your household.
3. The following is an explanation of how the forward adjustment has been computed if it is because of agency delay, erroneous denial or erroneous termination. This is an adjustment for months in which benefits were due but not received. [Note - benefits are due from the first of the month following the date of application.]:

10-8-74
Date of Application

First of 11 1974
Date Benefits Due

BENEFITS DUE FOR THE MONTH[S] OF 11/74 THROUGH 1/75 = 3
No. of Months

Coupon Allotment	-	Purchase Requirement	=	Monthly Bonus	x	Months Due	=	Forward Adjustment Entitlement
<u>150</u>	-	<u>95</u>	=	<u>55</u>	x	<u>2</u>	=	<u>110</u>
<u>154</u>	-	<u>95</u>	=	<u>59</u>	x	<u>1</u>	=	<u>59</u>
_____	-	_____	=	_____	x	_____	=	_____

4. The following is an explanation of how the forward adjustment has been computed, if it is because of underissued bonus value caused by selection of an incorrect coupon allotment:

ERROR OCCURRED IN THE MONTH[S] OF / THROUGH / =
No. of Months

Correct Monthly Bonus Value	-	Actual Monthly Bonus Value	=	Underissued Monthly Bonus Value	x	Months Due	=	Forward Adjustment Entitlement
-----------------------------	---	----------------------------	---	---------------------------------	---	------------	---	--------------------------------

5. Total lost benefits which will be restored through forward adjustment in the amount you pay for stamps:

\$ 169

M. Ciopper
Eligibility Worker's Signature

W. O'Neil
Supervisor's Signature


ERRONEOUS DENIAL - EXAMPLE #3

(CERTIFICATION LATE IN THE CALENDAR MONTH)

John Smith, head of a household of four persons with an adjusted net income of \$350, applied for Food Stamps July 21, 1974. The case was denied due to excess resources. Mr. Smith appealed the decision. His appeal was approved and the Food Stamp Unit was instructed to compensate Mr. Smith.

Solution: Mr. Smith was due benefits beginning August 1, 1974 which is the first of the month following the date of application. His basis of issuance is \$95 for \$150, resulting in a \$55 bonus coupon entitlement. The number of months that benefits are due in this case, however, would be four because it is assumed that Mr. Smith would not receive an ATP in November, thus losing another month's benefits. This would result in a \$220 Forward Adjustment (\$55 X 4 months).

SAMPLE SS9F APPEARS BELOW. SAMPLE FSP-8 APPEARS ON NEXT PAGE.

 THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE AUTHORIZATION TO PARTICIPATE IN FOOD STAMP PROGRAM															REF. NO. 0258397		
1 NAME Smith John												2 RDCU ONLY					
3 ENTRY DATE MM DD YY 11/23/74		4 REGION 00		5 WSO 000		6 CATEGORY (circle one) 0 CRP 4 GR 8 MA-UNDER 21 1 SSI-A 5 MA-OAA 9 FS ONLY 2 AFDC 6 MA-AFDC 3 SSI-D 7 MA-DA			7 SOCIAL SECURITY NO. 000-01-1234								
8 TYPE ENTRY (circle one) 9 NEW/REOPEN FS CASE T CHANGE		9 FS STATUS (circle one) 1 OPEN 2 REOPEN 4 CLOSED		10 FS START/CLOSING DATE MM DD YY 11/23/74		11 HOUSEHOLD SIZE 4		12 ADJUST. NET INCOME 350		13 COUPON ALLOTMENT 150		14 PURCH REQ MNT 95		15 ATP TYPE (circle one) 1 MTHLY 2 SEMI MTHLY		16 1 NPA 2 PA	
18 DEP. NO.		19 FS STATUS		20 FS START/CLOSING DATE		21 RELATED CASE NO.											
				/ /													
				/ /													
22 RDCU ONLY		23 REMARKS SS9A # 1234567 VX 220 FORWARD ADJUSTMENT															
24 SOCIAL WORKER SIGNATURE M. Ciopper						25 DATE 11/23/74		26 SUPERVISOR SIGNATURE W. O'Neil						27 DATE 11/23/74			
SS9F REV. 5/74-300M-8-74-104126 RDCU COPY																	

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MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE
FORWARD ADJUSTMENT - FOOD STAMPS

Food Stamp Handbook
Supplement I
Page 9

11-23-74
Date

TO: John Smith
Client Name

FROM: Boston WSO
Welfare Service Office

1 Main St.
Address

1 Stamp St.
Address

Boston 02115
City/Town Zip

Boston 02116 555-1234
City/Town Zip Tel. No.

Dear Mr. Smith

1. This is to inform you that a forward adjustment has been made in your Food Stamp Purchase Requirements [the amount you pay]. The purpose of this action is to restore to you the lost bonus coupon value to which you are entitled because of:

 AGENCY DELAY
X ERRONEOUS DENIAL

 ERRONEOUS TERMINATION
 UNDERISSUED BONUS VALUE

2. The forward adjustment computed below will reduce the amount you pay for your stamps so that in the shortest time possible, you will receive the lost benefits. The amount you pay will then be automatically returned, without further notice, to the correct monthly amount for your household.
3. The following is an explanation of how the forward adjustment has been computed if it is because of agency delay, erroneous denial or erroneous termination. This is an adjustment for months in which benefits were due but not received. [Note - benefits are due from the first of the month following the date of application.]:

7-21-74 First of 8 1974
Date of Application Date Benefits Due

BENEFITS DUE FOR THE MONTH[S] OF 8/74 THROUGH 11/74 = 4
No. of Months

Coupon Allotment	-	Purchase Requirement	=	Monthly Bonus	x	Months Due	=	Forward Adjustment Entitlement
<u>150</u>	-	<u>95</u>	=	<u>55</u>	x	<u>4</u>	=	<u>220</u>
<u> </u>	-	<u> </u>	=	<u> </u>	x	<u> </u>	=	<u> </u>
<u> </u>	-	<u> </u>	=	<u> </u>	x	<u> </u>	=	<u> </u>

4. The following is an explanation of how the forward adjustment has been computed, if it is because of underissued bonus value caused by selection of an incorrect coupon allotment:

ERROR OCCURRED IN THE MONTH[S] OF / THROUGH / =
No. of Months

Correct Monthly Bonus Value	-	Actual Monthly Bonus Value	=	Underissued Monthly Bonus Value	x	Months Due	=	Forward Adjustment Entitlement
-----------------------------	---	----------------------------	---	---------------------------------	---	------------	---	--------------------------------

5. Total lost benefits which will be restored through forward adjustment in the amount you pay for stamps:

\$ 220

M. Cioppa
Eligibility Worker's Signature


W. O'Neil
Supervisor's Signature

UNDERISSUED BONUS COUPONS AS A RESULT
OF AN INCORRECT COUPON ALLOTMENT - EXAMPLE #4

John Smith, head of a household of four persons with an adjusted net income of \$350, applied for Food Stamps on July 12, 1974 and received his first ATP during August 1974. Due to a clerical error, however, the case was processed as a household size of three resulting in a basis of issuance of \$94 Purchase Requirement for \$118 Coupon Allotment instead of the correct \$95 for \$150.

Solution: Mr. Smith's application was processed during the allowable period. However, the difference between what he received in error and his actual entitlement (extra bonus coupons) must be computed and returned to him as a Forward Adjustment. The correct monthly bonus value (\$150-\$95) is \$55. The actually issued bonus value (\$118-\$94) is \$24 monthly. The difference between the two (\$55 and \$24) of \$31 is multiplied by the four month entitlement resulting in the Forward Adjustment of \$124. The change in the household size and the Forward Adjustment request can be included on the same SS9F. (If an SS9F is issued only to implement a Forward Adjustment, it would require completing blocks 1 thru 7 and blocks 23 thru 27). Remember: A Forward Adjustment is not used to reconcile an overpayment of the purchase requirement by the Food Stamp participant (page 1, paragraph 2 (4)).

SAMPLE SS9F APPEARS BELOW. SAMPLE FSP-8 APPEARS ON NEXT PAGE.

 THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE AUTHORIZATION TO PARTICIPATE IN FOOD STAMP PROGRAM															REF. NO. 0258398				
1 NAME Smith John												2 RDCU ONLY							
3 ENTRY DATE MM DD YY 11/15/74		4 REGION 00		5 WSO 000		6 CATEGORY (circle one) 0 CRP 4 GR 8 MA-UNDER 21 1 SSI-A 5 MA-OAA 9 FS ONLY 2 AFDC 6 MA-AFDC 3 SSI-D 7 MA-DA				7 SOCIAL SECURITY NO. 000-01-1234									
8 TYPE ENTRY (circle one) S NEW/REOPEN FS CASE CHANGE		9 FS STATUS (circle one) 1 OPEN 2 REOPEN 4 CLOSED		10 FS START/ CLOSING DATE MM DD YY //		11 HOUSE HOLD SIZE 4		12 ADJUST. NET INCOME		13 COUPON ALLOTMENT 150		14 PURCH REQMNT		15 ATP TYPE (circle one) 1 MTHLY 2 SEMI MTHLY		16		17 NPA HOUSEHOLD (circle one) 1 NPA 2 PA	
18 DEP. NO.		19 FS STATUS		20 FS START/ CLOSING DATE		21 RELATED CASE NO.													
				//															
				//															
22 RDCU ONLY		23 REMARKS VX 124 FORWARD ADJUSTMENT																	
24 SOCIAL WORKER SIGNATURE m. Ciopper						25 DATE 11/15/74				26 SUPERVISOR SIGNATURE w. O'Neil						27 DATE 11/15/74			
SS9F REV. 5/74-800M-8-74-104126 RDCU COPY																			

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MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE
FORWARD ADJUSTMENT - FOOD STAMPS

Food Stamp Handbook
Supplement I
Page 11

11-15-74
Date

TO: John Smith
Client Name

FROM: Boston WSO
Welfare Service Office

1 Main St.
Address

1 Stamp St.
Address

Boston 02115
City/Town Zip

Boston 02116 555-1234
City/Town Zip Tel. No.

Dear Mr. Smith

1. This is to inform you that a forward adjustment has been made in your Food Stamp Purchase Requirements [the amount you pay]. The purpose of this action is to restore to you the lost bonus coupon value to which you are entitled because of:

☐ AGENCY DELAY
☐ ERRONEOUS DENIAL

☐ ERRONEOUS TERMINATION
☒ UNDERISSUED BONUS VALUE

2. The forward adjustment computed below will reduce the amount you pay for your stamps so that in the shortest time possible, you will receive the lost benefits. The amount you pay will then be automatically returned, without further notice, to the correct monthly amount for your household.
3. The following is an explanation of how the forward adjustment has been computed if it is because of agency delay, erroneous denial or erroneous termination. This is an adjustment for months in which benefits were due but not received. [Note - benefits are due from the first of the month following the date of application.]:

First of 19
Date of Application Date Benefits Due
BENEFITS DUE FOR THE MONTH[S] OF / THROUGH / = No. of Months

Coupon Allotment	-	Purchase Requirement	=	Monthly Bonus	x	Months Due	=	Forward Adjustment Entitlement
<u> </u>	-	<u> </u>	=	<u> </u>	x	<u> </u>	=	<u> </u>
<u> </u>	-	<u> </u>	=	<u> </u>	x	<u> </u>	=	<u> </u>
<u> </u>	-	<u> </u>	=	<u> </u>	x	<u> </u>	=	<u> </u>

4. The following is an explanation of how the forward adjustment has been computed, if it is because of underissued bonus value caused by selection of an incorrect coupon allotment:

ERROR OCCURRED IN THE MONTH[S] OF 8/74 THROUGH 11/74 - 4
No. of Months

<u>55</u>	-	<u>24</u>	=	<u>31</u>	x	<u>4</u>	=	<u>124</u>
Correct Monthly Bonus Value		Actual Monthly Bonus Value		Underissued Monthly Bonus Value		Months Due		Forward Adjustment Entitlement

5. Total lost benefits which will be restored through forward adjustment in the amount you pay for stamps:

\$ 124

M. Cioppa
Eligibility Worker's Signature

W. O'Neil
Supervisor's Signature

INSTRUCTIONS TO COMPLETE LETTER FSP-8 - (1/75) - FORWARD ADJUSTMENT - FOOD STAMPS

FOR ALL CASES

Complete the name and address of the Food Stamp participant to whom the notice of forward adjustment is being sent. Make certain the letter is dated and the participant's name placed in the space provided after the word, "Dear".

Complete the address of the WSO/CSC and include phone number.

Item (1) - Check the appropriate reason the forward adjustment is being made.

FOR SECTION DEALING WITH AGENCY DELAY,
ERRONEOUS DENIAL OR ERRONEOUS TERMINATION (IF APPLICABLE) - Item (3)

"Date of Application" - Put date of application.

"Date Benefits Due" - Put date benefits were due the applicant. Benefits are due the first of the month following the date of application.

"Benefits due for the month(s) of" - List the first and last months benefits are due.

Number of months - List the total number of months that benefits are due (maximum number of 12).

"Coupon Allotment" - List the current, and where applicable, any former monthly coupon allotments.

"Purchase Requirement" - List the current, and where applicable, any former monthly purchase requirements.

"Monthly Bonus" - After subtracting the monthly purchase requirement(s) from the monthly coupon allotment(s), list the difference(s).

"Months Due" - List the number of months that payment is owed. (In the case of current and former amounts, list the number of months for the current amount and the number of months for any former amount).

"Forward Adjustment Entitlement" - After multiplying the number of months by the amount of monthly bonus coupons, list the total. In the case of current and former amounts, list all amounts.

FOR SECTION DEALING WITH UNDERISSUED
BONUS VALUE (IF APPLICABLE) - Item (4)

Error(s) occurred in the month(s) of - List the first and last month the error occurred.

Number of months - List the total number of months during which the error occurred.

Correct monthly bonus value - The bonus value (coupon allotment minus purchase requirement) that the household should have received monthly.

Actual monthly bonus value - The bonus value (coupon allotment minus purchase requirement) that the household in fact received due to the error monthly.

Underissued monthly bonus value - subtract the actual from the correct monthly bonus value; list the difference.

Months due - List the number of month(s) that payment is owed.

Forward Adjustment Entitlement - Multiply the number of months by the underissued monthly bonus value; list the total.

FOR ALL CASES

Total lost benefits - Add any Forward Adjustment Entitlements that are due; place total in this space.

Make certain that the eligibility worker and supervisor sign their names in the spaces provided.

IMPORTANT: Complete this letter in triplicate.

1. The original is sent to the applicant.
2. The second copy is sent to: Division of Hearings,
600 Washington Street, Fifth Floor, Boston, Mass. 02111
3. The third copy is placed in the participant's case record.

MASSACHUSETTS DEPARTMENT OF PUBLIC WELFARE
OFFICE OF ASSISTANCE PAYMENTS
FOOD STAMP PROGRAM

POLICY ON VERIFICATIONS

(Supplement to the Massachusetts Food Stamp Program
Certification Handbook dated October, 1974)

INTRODUCTION

The Massachusetts Food Stamp Program Certification Handbook, reprinted verbatim from its federal counterparts, points to the material given in this Supplement. In paragraph 2123.1 it is declared, "the State Agency should provide Eligibility Workers with guidelines to determine when additional verification is required".

The objective of this supplement is to provide a thorough set of guidelines on verification covering both policies and procedures. In this Supplement much, but not all, of the individual judgement called for in the Handbook is reduced to standard prescriptions for Massachusetts. The material is presented in four sections as follows:

SECTION A - Minimum federal requirements.

SECTION B - Minimum added state requirements. These are situations or items subject to a Department mandate that prudence will require verifications in all cases.

SECTION C - Additional state requirements. These are situations or items subject to a Department mandate that prudence will require verifications only when, in the individual judgement of the eligibility worker, the information submitted is extremely questionable for reasons of incompleteness or inconsistency. (Illustrations are given of grounds to find information "extremely questionable").

SECTION D - No additional state requirements, i.e., situations or items where prudence does not call for verifications.

Supplement II presents new, unpublished material only. Where the reference "See Handbook" is encountered, the reader will find at the end of the Handbook an alphabetical index keyed to the appropriate paragraph(s) for each subject.

The purpose of these guidelines is to strike a workable balance among at least three sometimes conflicting but important program objectives: accuracy of need determinations, confidence in the validity of most applicant-provided data, and efficiency of eligibility control procedures.

SECTION A - MINIMUM FEDERAL REQUIREMENTS

By federal regulation, the following must always be verified:

1. INCOME (Non-excluded)

- a. Wages - Request five most recent consecutive pay stubs or envelopes. Accept three most recent consecutive stubs if five are not available for reasons beyond the applicant's control (for example, new job, recent sick time or strike, or unawareness that stubs would be needed). If less than three stubs available, use written statement from employer or written statement from other persons who have knowledge of the household's income.
- b. Earned Income - (Hourly - Wage or piecework basis, including overtime) - Same as above.
- c. Training Allowance - Written or verbal statement from state or federal agency or department.
- d. Self-Employment - See Handbook.
- e. Farm Operations - See Handbook.
- f. Unemployment Compensation - See Handbook.
- g. Social Security - Copy of Check or written statement from Social Security Office. (See Handbook)
- h. SSI Income - Only when essential person is in household, copy of check or written statement from Social Security Office. (See Handbook)
- i. Veteran's Services - Copy of check or verbal or written statement from agency.
- j. Veteran's Administration - See Handbook.
- k. Public Assistance (Income - including flat grant)-Computer Payroll Run-Off. (To determine purchase requirement; households are automatically eligible, even when income exceeds NPA standards)
- l. Support/Alimony - See Handbook.
- m. Rental Income - Rent receipt records or state or federal tax returns.
- n. Pensions - See Handbook.

- o. Educational Grants, Loans, Scholarships, Stipends - Written or verbal statement from institutions or agency.
- p. Foster Care - Written or verbal statement from agency or copy of check.
- q. Strike Benefits - See Handbook.
- r. Dividends, Interest, and Royalties - See Handbook.

2. MANDATORY DEDUCTIONS

- a. Federal Income Tax - See Handbook.
- b. State Income Tax - See Handbook.
- c. FICA (Social Security Deduction) - See Handbook.
- d. Retirement - See Handbook.
- e. Union Dues - Pay stubs, written or verbal statement from union or employer, or applicant's union book.

SECTION B - MINIMUM ADDED STATE REQUIREMENTS (Prudence requires verifications in all cases as specified)

It is the policy of the Massachusetts Department of Public Welfare that the following will always be verified, in the manner and to the extent indicated:

- 1. Public Assistance or Medicaid - Verify in all cases whether any members of the household are on any type of public assistance or medicaid (for completion of computer forms). Method: Computer Payroll Run-Off).

2. DEDUCTIONS

- a. Tuition or Mandatory Education Costs - Verify by paid bill, receipt, or letter from institution.
- b. Alimony/Support Paid - Court order or written statement from attorney who handled divorce or separation; and receipts, cancelled checks, money orders, probation or agency records, or written statement from spouse or former spouse. NOTE: The actual payments made in one consecutive 30 day period in the 60 days prior to application will determine the amount to be allowed monthly for the length of the certification period. Voluntary contributions and any payments in excess of the court order are not to be counted.

- c. Disaster or Casualty Loss - See Handbook. Verification that the disaster or casualty loss did occur is required by police report, agency report, fire department report, or insurance company report. (Amount deducted for loss - Refer to Section C, No. 7).
- d. Rent/Mortgage - Verification which establishes monthly amount due is sufficient; i.e., mortgage bill, statement, or receipt; rent bill, or receipt, cancelled check, money order, written statement from landlord with monthly amount due, or lease.
- e. Real Estate Taxes - One most recent tax bill, receipt, cancelled check, money order, or verbal statement from tax assessment office. Prorate expense over number of months the bill is intended to cover.
- f. Medical Care - (Including doctor, dental, hospital, prescribed medicine, health insurance, Medex, live-in-attendant, nursing and essential care) shall be verified when the amount exceeds \$40 per month or \$480 per year per household. Household is expected to claim actual expenses, not merely claim up to \$40/month as automatically allowable. Medical expenses paid during the 30 days prior to date of application shall determine the amount to be allowed monthly for the length of the certification period. Verification Method: bills, receipts, cancelled checks, money orders, check book stubs, or written statement from doctor, dentist, druggist, etc. Verification is not required if amount claimed is \$40 or less per month. NOTE: Households that claim medical costs over the maximum \$40 deduction but cannot verify these amounts may change their claim to the maximum \$40 amount without verification. If verification is subsequently provided during the certification period, a change in the deduction allowed for medical costs can be made by utilizing the Desk Review (2402) procedures.
- g. Fuel Oil - Verify if amount claimed is over \$600 per year or over \$50 per month (prorated share of annual cost). Household is expected to claim actual expenses, not merely claim up to \$50 per month as automatically allowable. Verification Method: receipts, bills, cancelled checks, money orders, or written statement from fuel company. Verification is not required if amount claimed is \$50 or less per month. NOTE: Households that claim fuel costs over the maximum \$50 deduction but cannot verify these amounts may change their claim to the maximum \$50 amount without verification. If verification is subsequently provided during the certification period, a change in the deduction allowed for fuel costs can be made by utilizing the Desk Review (2402) procedures.
- h. Gas (heat) - Same as under Fuel Oil above.
- i. Electricity (heat) - Same as under Fuel Oil above.

SECTION C - ADDITIONAL STATE REQUIREMENTS (Prudence requires verification only when EW finds information submitted to be extremely questionable).

It is the policy of the Massachusetts Department of Public Welfare that the items in this section will be verified, if, in the judgement of the eligibility worker, the information submitted is extremely questionable. The standard of judgement to be used is that of the "prudent person" as set forth in the Handbook i.e., the reasonable judgement made by an eligibility worker, based on his experience and knowledge of the program. The eligibility worker will use his judgement when a situation is extremely questionable; however, the Department intends this term to refer only to those individual situations where the information provided is blatantly contradictory to his experience or to his knowledge of the individual or community. Examples of extremely questionable information could include, but are not restricted to: situations where expenses are unrealistic in relation to income or family size, lack of memory on the applicant's part, lack of knowledge of expenses by the applicant, contradictory information by the applicant, or unsolicited third party information.

VERIFY IF INFORMATION PROVIDED BY APPLICANT IS EXTREMELY QUESTIONABLE

1. Citizenship - See Handbook.
2. Residence (Where person lives) - See Handbook.
3. Resources (Non-exempt)
 - a. Savings/Credit Union Accounts - If extremely questionable, bank statement, bank book, or credit union statement.
 - b. Checking Account - If extremely questionable, bank statement, bank book, or credit union statement.
 - c. U. S. Savings Bonds/Stocks - If extremely questionable, copies of stocks and bonds or previous years' income tax form stamped by IRS.
 - d. Real Estate: Land, Buildings - If extremely questionable, use copy of tax assessment. (See Handbook)
 - e. Insurance Settlements - If extremely questionable, letter of settlement from insurance company.
 - f. Recreational Equipment (Boats, motorcycles, etc.) - If extremely questionable, See Handbook.
 - g. Licensed Vehicles - If extremely questionable, See Handbook.
4. Work Registration - If extremely questionable, have person(s) complete Work Registration Form (FNS-284).
5. Child/Adult Care - If extremely questionable, cancelled checks, money orders, receipts, bills, or a written or verbal statement from agency, institution, or person.

6. Shelter Expenses

- a. Water - If extremely questionable, one most recent bill, receipt, cancelled check, money order, written or verbal statement from water department.
- b. Homeowner's Insurance - If extremely questionable, one most recent bill, receipt, policy, cancelled check, or money order.
- c. Electric (lights and/or cooking) - If extremely questionable, one most recent bill, receipt, cancelled check, or money order.
- d. Gas (cooking and/or hot water) - If extremely questionable, one most recent bill, receipt, cancelled check, or money order.
- e. Sewerage/Disposal/Rubbish Fees - If extremely questionable, one most recent bill, receipt, cancelled check, money order, or written or verbal statement from town hall.
- f. Special Assessments - If extremely questionable, one most recent bill, receipt, cancelled check, money order, or written or verbal statement from town hall.

7. Unusual Expenses - Verification of the amounts to be deducted as a casualty loss is not required unless they appear extremely questionable. If extremely questionable, paid bill, receipt, cancelled check, or money order.

- a. Disaster or Casualty loss
- b. Funeral Costs

8. Income Exclusions -(When households at zero or very low income levels continue their existence at apparent no income levels, list the income to explain the situation and do not count as income). See Handbook.

- a. Income from household member under 18 years of age.
- b. Nonrecurring lump sum benefits.
- c. Medical costs paid by non-household member.
- d. WIC payments.
- e. Payments for participants in domestic volunteers.
- f. In kind payments.
- g. All loans (except deferred educational loans.
- h. Irregular income \$10 per month or less.
- i. Relocation assistance payments.

SECTION D - NO ADDITIONAL STATE REQUIREMENTS - (Prudence does not require verification.)

It is the policy of the Massachusetts Department of Public Welfare, that no further verification, beyond applicant's statement, is necessary on these following items:

1. Boarder Allowance
2. Phone (Basic Rate Chart)
3. Social Security Number
4. Dates of Birth
5. Cooking Facilities
6. Cash (on hand)
7. Resources (exempt)
8. Payments from roomers/boarders.
9. Contributions by non-household member to household expenses.
10. Live-In-Attendant Allowance - Majority of meals is 11 meals per week.
11. Child/Adult Care Allowance - Majority of meals is 11 meals per week.
12. Utilities or medical under the amounts listed in Section B, numbers 2f, 2g, 2 h, and 2 i.

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF ASSISTANCE PAYMENTS
FOOD STAMP PROGRAM

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT III

RESTATEMENT OF POLICY ON NORMAL CERTIFICATION PERIODS

This supplement is to emphasize and reinforce the regulations which provide the normal certification period is three months (Par. 2312.1) and certain households may be certified for six months (Par. 2312.5) or even twelve months (Par. 2312.6). All households other than strikers and zero purchase shall normally be certified for three months or longer. Households which are Zero purchase under the provisions of 2263.7 are exempt from the one month limitation.

If changes occur within three months or longer certification periods, desk reviews should be utilized consistent with Par. 2402 and 2402.1.

Public Assistance cases should continue to be certified for an indefinite period up to their actual date of redetermination of eligibility for public assistance.

EXAMPLE

Question: A non-assistance household applies for Food Stamps. The applicant states that he expects increased income or higher rent costs within a month or two. How long should the certification period be?

Answer: Even though a change in circumstances is expected, this household should be certified for at least three months; it should in fact be certified for up to six or up to twelve months if there is little likelihood of further changes, and if the household fits the description of "stable" in paragraph 2312.5 or "unemployable" in paragraph 2312.6.

When this applicant's increased income actually arrives, or his rent actually goes up, the applicant would simply inform the Department, which in turn would make appropriate adjustment in his purchase requirement or basic eligibility.

All details concerning methods of reporting changes, time limits, when verification is needed, etc., are covered in paragraphs 2401 through 2407 (with subparagraphs) of the Handbook.

A household which expects changes should not be considered "unstable" unless the changes are likely to be frequent, uncertain, and extreme (2312.2).

To summarize, certifications for less than three months should be exceedingly rare, and used only when specifically required by a clear handbook reference.

Trans. by State Letter 339E

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF ASSISTANCE PAYMENTS
FOOD STAMP PROGRAM

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT IV

RESTORATION OF LOST BENEFITS: CASH REFUNDS

This Instruction sets forth the procedures to be followed in making cash refunds to recipients who have been overcharged for their food coupon allotments.

DEFINITION

When it is determined that a recipient has been overcharged for his food coupon allotment because of error by certification or issuance personnel in the administration of the Food Stamp Program, a cash refund shall be made to the recipient for the amount of the overcollection provided the recipient does not owe an unpaid balance on a recipient fraud claim. When a recipient owes an unpaid balance on a fraud claim and he is due a refund the amount of the refund shall be applied against the amount of the fraud claim. If the amount due the recipient is larger than the debt, the balance will be refunded to the recipient.

CSC/WSO RESPONSIBILITY

1. When a CSC/WSO determines that a Food Stamp recipient has been overcharged for a food coupon allotment, blocks 1 thru 7 only of form FNS-293 "Refund for Overpayment of Food Coupon Issuance" shall be completed in triplicate. See Page 4 for instructions on completing FNS-293.
2. A separate FNS-293 must be completed for each different basis of issuance. The different issuances will generally be due to either a recertification or the semi-annual new Food Stamp table amounts.
3. Any refund amount determined by the CSC/WSO will be a preliminary total. The final dollar amount due as a cash refund must take into consideration the participation, i.e., ATP use, of the household during the pertinent months. The amount will be determined by the regional Food Stamp Specialist.
4. A cash refund can be given for only those portions of the Authorization(s) To Purchase that were actually negotiated. The unused balance of the ATP(s) shall accrue benefits to be returned through a forward Adjustment.
5. Upon completion of blocks 1-7, FNS-293 the Eligibility/Social Worker and supervisor shall sign the form in block number 5 and forward the three copies to the appropriate regional Food Stamp Specialist. The CSC/WSO shall keep a xerox copy or a log of the FNS-293(s) sent to the regional office.
6. Further action by the CSC/WSO, if any, will be taken after the regional Food Stamp Specialist has checked participation data and returned a decision to the CSC/WSO.
7. If a Forward Adjustment is indicated by the returned copy of the FNS-293 it will be implemented by the CSC/WSO in the normal manner (Supplement I).

REGIONAL OFFICE RESPONSIBILITIES

1. Upon receipt of the original and two copies of the FNS-293 from the CSC/WSO the regional Food Stamp Specialist shall request participation data concerning the household by completing a "Food Stamp Participation Inquiry" and forwarding it to the Department Finance Unit, 43 Hawkins Street, Boston, MA 02114.
2. The information obtained from the "Food Stamp Participation Inquiry" will provide the Specialist with the data necessary to validate the cash refund.
3. The Specialist shall determine that the household does not owe an unpaid balance on a claim against a recipient.
4. The Specialist will make one of three determinations according to the information received from the Department Finance Unit.

A. Full Cash Refund

If the participation data shows full participation during the month(s) involved; i.e., option 1 of all the Authorization(s) To Purchase, ATP(s), were cashed:

The claim will be checked for its correctness and the request for the refund will be validated in full.

(SEE EXAMPLE 1, PAGE 5).

B. Full Forward Adjustment

The participation data shows no participation data during the month(s) involved; i.e., the household did not cash any portion of the ATP(s) during the month(s) involved:

The claim will be checked for correctness but no cash refund shall be validated. The full amount of the corrected basis of issuance bonus (7B) multiplied by the number of months involved will be returned through use of a Forward Adjustment. The Specialist will indicate the amount of Forward Adjustment and return a copy of the FNS-293 to the CSC/WSO for implementation. Since no cash refund is validated, no copy of the FNS-293 shall be forwarded to the Department of Agriculture.

(SEE EXAMPLE 2, PAGE 6)

C. Part Cash Refund, Part Forward Adjustment

The participation data shows partial participation during the month(s) involved; i.e., the household did not cash at least a portion of one of the ATP(s) during at least one of the month(s) involved:

The claim will be checked for correctness and only that portion of the ATP(s) that were negotiated will be validated as a cash refund.

The unused portion of the ATP(s) (e.g., if a total of $2\frac{1}{4}$ of the ATP(s) in a 3 month period are cashed and the overpayment returned as a cash refund then $\frac{3}{4}$ is unused) will be multiplied by the monthly bonus corrected basis of issuance (7B on FNS-293) and the unused benefits returned by means of a Forward Adjustment. The Forward Adjustment amount shall be indicated by the Specialist and implemented by the CSC/WSO upon receipt of the returned FNS-293.

(SEE EXAMPLE 3, PAGE 7).

REGIONAL OFFICE RESPONSIBILITIES (cont.)

5. The Regional Food Stamp Specialist shall list the participation data in block #9 of the FNS-293, adding the Forward Adjustment information if applicable. The Specialist shall sign in block #10 of the FNS-293.
6. If a cash refund was validated the signed original of the FNS-293 will be mailed to:

Finance and Program Accounting Division
FNS, U.S. Department of Agriculture
Washington, D.C. 20250

One completed copy will be returned to the CSC/WSO for completion of the Forward Adjustment if applicable and placed in the appropriate case folder; the remaining copy will be retained by the Regional Office.

Instructions to Complete FNS-293: Refund for Overpayment of Food Coupon Issuance.

Type of Refund

The Department has determined that cash refunds will always be issued through a "Request for Refund by FNS". Item C should always be checked.

#1 THRU 7 ONLY: TO BE COMPLETED BY CSA/WSO

Item No.

1. Project Area and State - Enter appropriate regional office and "Mass."
2. Case Number - Enter recipient social security number and category number.
3. Date(s) of Issuance(s) - List the month(s) in which the overpayment occurred.

Remember: A separate FNS-293 must be completed for each different basis of issuance.

4. Name and Mailing Address of Head of Household - Enter name and address of person in whose name the Authorization To Purchase was issued.
5. Reason(s) for Overpayment - Enter concise explanation of error that caused the overpayment. The Eligibility/Social Worker and supervisor shall affix signatures.
6. Actual Basis of Issuance - List the monthly amounts that were allotted for the month(s) involved.
7. Corrected Basis of Issuance - List the monthly amounts that should have been allotted for the month(s) involved.

#8 THRU 10: TO BE COMPLETED BY REGIONAL OFFICE

8. Computation of Refund - List amounts as noted on the form and as necessary due to participation.
9. Remarks - Participation data shall be entered. The amount of the cash refund/forward adjustment shall be noted.
10. Signature and Title of Person Verifying and Authorizing Refund - The Regional Food Stamp Specialist shall sign, enter title, and date.
11. Refund Received By - NOT APPLICABLE.

4/75

EXAMPLE #1

FORM FNS-293
(6-73)U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICEFORM APPROVED
OMB NO. 40-R3065

REFUND FOR OVERPAYMENT OF FOOD COUPON ISSUANCE

FNS(FS) Instr. 736-2

TYPE OF REFUND ("X" one and follow instructions for that entry)

- A. ☐ CASH REFUND FROM FOOD COUPON RECEIPTS. Complete items 1 thru 11. Prepare in an original and two copies. Attach the original copy to Form FNS-250, Food Coupon Book Report; file one copy in the recipient's case file, and retain one copy for audit purposes.
- B. ☐ REFUND FROM STATE OR LOCAL AGENCY. Complete items 1 thru 10. Prepare in an original and two copies. Send the original to the FINANCE AND PROGRAM ACCOUNTING DIVISION, FNS, U.S. DEPARTMENT OF AGRICULTURE, WASHINGTON, DC 20250; file one copy in the recipient's case file; and retain one copy for audit purposes.
- C. ☒ REQUEST FOR REFUND BY FNS. See Supplement IV, Mass. Food Stamp Certification Handbook.

1. PROJECT AREA AND STATE NEW BEDFORD, MASS.		2. CASE NO. 000-32-3456 9	3. DATE(S) OF ISSUANCE(S) JAN., FEB., 1975
4. NAME AND MAILING ADDRESS OF HEAD OF HOUSEHOLD (Include ZIP code) THOMAS JOHNSON 1 MAIN STREET ANYTOWN, MASS. 00001		5. REASON(S) FOR OVERPAYMENT ERROR IN COMPUTATION BY ELIGIBILITY WORKER <div style="display: flex; justify-content: space-around;"> <div> <u>Bill Smith</u> ELIGIBILITY WORKER </div> <div> <u>Helen Crowley</u> (Signatures) SUPERVISOR </div> </div>	
6. ACTUAL BASIS OF ISSUANCE A. \$ <u>114</u> B. <u>68</u> C. <u>182</u>		7. CORRECTED BASIS OF ISSUANCE A. \$ <u>84</u> B. <u>98</u> C. <u>182</u>	
8. COMPUTATION OF REFUND A. \$ <u>114</u> AMOUNT FROM LINE 6A B. <u>84</u> AMOUNT FROM LINE 7A C. <u>30</u> AMOUNT OF OVERPAYMENT (Line A minus B) D. <u>2</u> NO. OF OVERPAID ISSUANCES E. <u>60</u> TOTAL OVERPAYMENT (Line C times D) F. <u>0</u> AMOUNT APPLIED AGAINST RECIPIENT CLAIM G. <u>60</u> AMOUNT OF REFUND (Line E minus F)		9. REMARKS JAN. 75 Full Participation FEB. 75 Full Participation	

10. SIGNATURE AND TITLE OF PERSON VERIFYING AND AUTHORIZING REFUND D. M. Proch Food Stamp Specialist	DATE 3/28/75
--	---------------------

11. REFUND RECEIVED BY (Recipient must sign ALL copies)

SIGNATURE

NOT

APPLICABLE

AMOUNT RECEIVED

DATE

FOR USDA USE ONLY

DATE RECEIVED BY FI DIVISION

DATE REFUND TO RECIPIENT APPROVED, OR DATE REIMBURSEMENT TO STATE OR LOCAL AGENCY APPROVED

4/75

EXAMPLE #2

FORM FNS-293
(6-73)U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICEFORM APPROVED
OMB NO. 40-R3865

REFUND FOR OVERPAYMENT OF FOOD COUPON ISSUANCE

FNS(FS) Instr. 736-2

TYPE OF REFUND ("X" one and follow instructions for that entry)

- A. ☐ CASH REFUND FROM FOOD COUPON RECEIPTS. Complete items 1 thru 11. Prepare in an original and two copies. Attach the original copy to Form FNS-250, Food Coupon Book Report; file one copy in the recipient's case file; and retain one copy for audit purposes.
- B. ☐ REFUND FROM STATE OR LOCAL AGENCY. Complete items 1 thru 10. Prepare in an original and two copies. Send the original to the FINANCE AND PROGRAM ACCOUNTING DIVISION, FNS, U.S. DEPARTMENT OF AGRICULTURE, WASHINGTON, DC 20250; file one copy in the recipient's case file; and retain one copy for audit purposes.
- C. ☒ REQUEST FOR REFUND BY FNS. See Supplement IV, Mass. Food Stamp Certification Handbook.

1. PROJECT AREA AND STATE GREATER BOSTON, MASS.		2. CASE NO. 000-32-3456 9	3. DATE(S) OF ISSUANCE(S) JAN., FEB., 1975
4. NAME AND MAILING ADDRESS OF HEAD OF HOUSEHOLD (Include ZIP code) THOMAS JOHNSON 1 MAIN STREET ANYTOWN, MASS. 00001		5. REASON(S) FOR OVERPAYMENT ERROR IN COMPUTATION BY ELIGIBILITY WORKER <div style="display: flex; justify-content: space-around;"> <div> <u>Bill Smith</u> ELIGIBILITY WORKER </div> <div> <u>Helen Crowley</u> (Signatures) SUPERVISOR </div> </div>	
6. ACTUAL BASIS OF ISSUANCE A. \$ 114 B. 68 C. 182		7. CORRECTED BASIS OF ISSUANCE A. \$ 84 B. 98 C. 182	7A. PURCHASE REQUIREMENT. 7B. BONUS. 7C. TOTAL ALLOTMENT.
8. COMPUTATION OF REFUND A. \$ 114 AMOUNT FROM LINE 6A B. 84 AMOUNT FROM LINE 7A C. 30 AMOUNT OF OVERPAYMENT (Line A minus B) D. 0 NO. OF OVERPAID ISSUANCES E. TOTAL OVERPAYMENT (Line C times D) F. AMOUNT APPLIED AGAINST RECIPIENT CLAIM G. 0 AMOUNT OF REFUND (Line E minus F)		9. REMARKS JAN. 75 - No Participation FEB. 75 - No Participation Forward Adjustment of $98 \times 2 = \$196 \text{ DUE}$ $(7B \times \text{number of months})$	

10. SIGNATURE AND TITLE OF PERSON VERIFYING AND AUTHORIZING REFUND D. M. Proch Food Stamp Specialist	DATE 3/28/75
--	---------------------

11. REFUND RECEIVED BY (Recipient must sign ALL copies)

SIGNATURE

NOT

APPLICABLE

AMOUNT RECEIVED

DATE

FOR USDA USE ONLY

DATE RECEIVED BY FI DIVISION

DATE REFUND TO RECIPIENT APPROVED, OR DATE REIMBURSEMENT TO STATE OR LOCAL AGENCY APPROVED

4/75

EXAMPLE #3

FORM FNS-293
(6-73)U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICEFORM APPROVED
OMB NO. 40-R3865

REFUND FOR OVERPAYMENT OF FOOD COUPON ISSUANCE

FNS(FS) Instr. 736-2

TYPE OF REFUND ("X" one and follow instructions for that entry)

- A. ☐ CASH REFUND FROM FOOD COUPON RECEIPTS. Complete items 1 thru 11. Prepare in an original and two copies. Attach the original copy to Form FNS-250, Food Coupon Book Report; file one copy in the recipient's case file; and retain one copy for audit purposes.
- B. ☐ REFUND FROM STATE OR LOCAL AGENCY. Complete items 1 thru 10. Prepare in an original and two copies. Send the original to the FINANCE AND PROGRAM ACCOUNTING DIVISION, FNS, U.S. DEPARTMENT OF AGRICULTURE, WASHINGTON, DC 20250; file one copy in the recipient's case file; and retain one copy for audit purposes.
- C. ☒ REQUEST FOR REFUND BY FNS. See Supplement IV, Mass. Food Stamp Certification Handbook.

1. PROJECT AREA AND STATE SPRINGFIELD, MASS.		2. CASE NO. 000-32-3456 9	3. DATE(S) OF ISSUANCE(S) JAN., FEB., 1975
4. NAME AND MAILING ADDRESS OF HEAD OF HOUSEHOLD (Include ZIP code) THOMAS JOHNSON 1 MAIN STREET ANYTOWN, MASS. 00001		5. REASON(S) FOR OVERPAYMENT ERROR IN COMPUTATION BY ELIGIBILITY WORKER <div style="display: flex; justify-content: space-between;"> <div> <i>Bill Smith</i> ELIGIBILITY WORKER (Signature) </div> <div> <i>Helen Crowley</i> SUPERVISOR (Signature) </div> </div>	
6. ACTUAL BASIS OF ISSUANCE A. \$ 114 B. 68 C. 182		7. CORRECTED BASIS OF ISSUANCE A. \$ 84 B. 98 C. 182	8. REMARKS JAN. 75 - Full Participation FEB. 75 - One Half Participation $1\frac{1}{2}(\text{mo.}) \times \$30(8c) = \$45$ Cash Refund $\frac{1}{2}(\text{mo.}) \times \$98(7B) = \$49$ Forward Adjustment
9. COMPUTATION OF REFUND A. \$ 114 AMOUNT FROM LINE 6A B. 84 AMOUNT FROM LINE 7A C. 30 AMOUNT OF OVERPAYMENT (Line A minus B) D. 1½ NO. OF OVERPAID ISSUANCES E. 45 TOTAL OVERPAYMENT (Line C times D) F. 0 AMOUNT APPLIED AGAINST RECIPIENT CLAIM G. 45 AMOUNT OF REFUND (Line E minus F)			
10. SIGNATURE AND TITLE OF PERSON VERIFYING AND AUTHORIZING REFUND D. M. Proch FOOD Stamp Specialist			DATE 3/28/75
11. REFUND RECEIVED BY (Recipient must sign ALL copies)			
SIGNATURE NOT		AMOUNT RECEIVED APPLICABLE	DATE
FOR USDA USE ONLY			
DATE RECEIVED BY FI DIVISION		DATE REFUND TO RECIPIENT APPROVED, OR DATE REIMBURSEMENT TO STATE OR LOCAL AGENCY APPROVED	

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF ASSISTANCE PAYMENTS
FOOD STAMP PROGRAM

CLAIM DETERMINATION FOR FOOD STAMP OVERPARTICIPATION

- A. Occasionally a household will receive an overissuance of food stamps through error or fraud. When it is determined by the Department or by official review that the household purchased such an overissuance of food stamps a recipient claim determination will be required.

This procedure describes how the Department will:

1. Make Recipient Claim Determinations (RCD's).
2. Handle Fraud.
3. Report RCD's.
4. Collect Claims.

B. Making Recipient Claim Determinations.

1. Definition: A recipient claim determination is an analysis and a decision regarding the basis, amount, and liability for a household's over-participation in the food stamp program. The overissuance and subsequent over-participation could occur from:
 - a. Error on the part of any operating personnel, (except for errors in issuance by an issuing agent (banks, etc.), which will not be considered overparticipation).
 - b. Misunderstanding of program requirements by a participating household.
 - c. Willful misrepresentation of household circumstances for the purpose of obtaining benefits the household is not entitled to (fraud).
(See Par. C.)

Claim determination shall include assessment of recipient liability and feasibility of recovery of excess bonus food stamps (or their face value in cash) actually purchased by the recipient using the ATP including the overissuance. This assessment shall require communicating with the household either by mail, phone or, if necessary, in person.

2. Responsibility To Initiate Claim. Very generally, the division of the department that is responsible for the error leading to an over-participation shall be responsible for initiating the claim determination. In the event of a local or Regional error source it will be the responsibility of the Regional Administrator to determine what division of the Region will initiate the claim.

If the technician or social worker determines either by review, client contact or other means that there is a possibility of an over-participation occurring there should be a request for an inquiry to the Region to establish the fact. Also, a correction should be made to the incorrect allotment and for incorrect purchase requirement. (See last two paragraphs of section 5 below.)

3. Communicating The Need For A Claim. The Director, Food Stamp Program, or his designee will be notified immediately whenever actual, apparent or potential overissuance of bonus coupons has been identified through audit, Quality Control Review, Fraud Investigation, day-to-day operations, or machine error. The normal reporting method is use of Form FSP-7, Food Stamp Claim Determination.
4. In any claim situation where apparent or known fraud is involved, special care must be taken in dealing with the claim. The specific actions and definitions are covered in paragraph C. Very generally, a written referral, if not already made, must be made to the Bureau of Welfare Auditing. No action should be taken on the claim until a notice is activated by the Director, Food Stamp Program.
5. Correcting The Error. The very first action in beginning a claim determination is to prevent the overissuance from reoccurring. There are two different actions depending on the source of the overissuance error.

If it is a machine error an SS9F and, if necessary, an SS9A, will be transmitted to correct the error. An FSP-6, Final Notice of Change Letter, will be forwarded to the affected household.

If the error's source was either in computation or misunderstanding an FSP-5, 10 Day Notice of Change Letter, will be forwarded to the household informing them of the pending correction. When the 10 day period has been exhausted, an SS9F/SS9A will be transmitted to correct the error. An FSP-6, Final Notice of Change Letter will be forwarded to the household.

6. If the overissuance resulted from a machine error it is likely that many households received incorrect ATP's. A notice should be sent to each of these households, as soon as possible, informing them of the error; cautioning them to not cash-in the incorrect ATP's; and, informing them that corrected ATP's are being forwarded to them. If there was a double-issuance-type error, the household will be advised which ATP sides are valid. If the invalid ATP numbers are known, these will be transmitted to all issuing agents to further help prevent overissuance. In the event of machine errors, the mass notice to the affected households should also advise them that if they cash the incorrect ATP's, they will be required to return the overissuance. Since it is likely that some may cash them prior to the arrival of the notice, the notice should inform the household where they can make a repayment and how.
7. If the responsibility of the claim is Central Office's, the Director, Food Stamp Program, will designate a Claim Review Officer. If the responsibility is in the field, the Regional Administrator will designate a Claim Review Officer.
 - a. The Claim Review Officer based on a review of the circumstances and an analysis of the household's financial circumstances shall decline to collect the overissuance within parameters described in paragraph 8.

- b. The Claim Review Officer will be responsible for supervising the claim determination and collection effort.
- c. The Claim Review Officer will be responsible for recording and processing all money and stamps collected to the appropriate office (See Paragraph E).

8. Parameters Within Which Collection Shall Be Declined. The Claim Review Officer shall decline to recover the value of excess food stamps in any case in which such value is less than \$400 under the following conditions.

- a. The Issuance of excess food stamps did not involve gross negligence or fraud; and
- b. It is determined through contact with the client that one or more of the following situations exist:
 - 1. The Department cannot collect or enforce collection of any significant sum from the household.
 - 2. The cost of collection action likely will exceed the amount recoverable thereby.
 - 3. Evidence necessary to prove the claim cannot be produced.
(See Paragraph B-9).

If the value of the overissuance exceeds \$400, the Claim Review Officer may recommend to the Director, Food Stamp Program, the advisability of declining collection. However, only USDA-FNS has the authority to make this decision. Therefore, no collection action will be declined until the Director, Food Stamp Program, seeks such approval from USDA if there is a concurrence with the Recommendation of the Central Office or Regional Claim Review Officer.

The Claim Review Officer should consider in addition to the parameters described in Paragraph 8a & 8b such factors as the age and health of the debtor, present and potential income, inheritance prospects, the possibility that assets have been concealed or improperly transferred, or the availability of assets or income which may be realized be enforced collection proceedings.

9. Proof of Overparticipation. Original or verified copies of transacted ATP's, which contain duplicate or excessive bonus value, with the signature of the head of the household, an official proxy or authorized representative will be conclusive proof of overparticipation. In any instance where the household claims the ATP was cashed with a forged signature, the Claim Review Officer will take special care in making a decision. A record of the household reporting a lost ATP or requesting a replacement ATP will add credence to the alleged forgery defense. In any event, the household should sign affidavits claiming it was not a legal signature. No collection attempt shall be initiated in the event of an alleged forgery until it is conclusively established it was not a forgery. The Claim Review Officer will decide what action to take to resolve the issue. One suggestion is to refer the facts to the Legal Division for an opinion. Another suggestion is to refer the facts to the Fraud Bureau for an opinion. All correspondence and data should be made part of the claim determination record.

C. Fraud.

1. For purposes of the Food Stamp Program and this paragraph, fraud will be defined as follows:

A willful, or grossly negligent, misrepresentation of material fact made for the purpose of obtaining Food Stamps to which the party would otherwise not be entitled, and which in fact has caused the Department, acting according to its rules and regulations, to issue such Food Stamps which results in a loss to the Food Stamp Program.

Definitions:

Willful misrepresentation: A representation that is untrue, which the party making the representation knows or believes to be untrue.

Grossly Negligent Misrepresentation: A representation that is untrue, made with reckless disregard of its truth or falsity.

2. When it is known that overparticipation has occurred as a result of fraud as defined by USDA-FNS (see above) a written report of the circumstances will be compiled by the Regional Claim Review Officer and will be immediately forwarded to the Director, Food Stamp Program.
3. An immediate referral to Director, Bureau of Welfare Auditing, will also be made by the Regional Claim Review Officer with a copy of the referral to the Director of the Food Stamp Program.
4. No claim determination will be initiated if it may jeopardize any subsequent investigations and court resolution. It will be the responsibility of the Fraud Bureau to keep the Director, Food Stamp Program, informed of developments. Any action to collect and who will be responsible to initiate the claim will be determined by court actions or settlements resulting from any investigations by the Fraud Bureau or appropriate legal officers.
5. All correspondence received by the Director, Food Stamp Program, dealing with fraudulent situations shall be submitted to USDA-FNS.

D. Record Keeping. The Regional Administrative Office and the Central Food Stamp Office will maintain records, available for review by USDA-FNS and authorized state officials, which shall contain all information that relates to action they have taken to establish recipient claims. Registers will be maintained of all non-fraud cases involving overissuance of free coupons under \$400. This register shall contain the name of the recipient, case number, amount of loss, WSO/CSC, and the date the claim determination was made.

1. The principal documents that will be kept on file will be:

Form FSP-7	-	Food Stamp Claim Determination
Form FSP-7A	-	Claim Determination Letter

Examples and completion instructions are attached to this supplement.

- a. FSP-7, Food Stamp Claim Determination will be used to detail the circumstances of the overparticipation and the amount of overparticipation. It will also contain recommendations and decisions regarding collection of the overparticipation. Attached to it will be data or letters related to decisions, pending decisions or referrals made by the Claims Review Officer.
- b. FSP-7A, Claim Determination Demand Letter, will be used to notify the household that they have to reimburse USDA-FNS for the overparticipation. It explains the circumstances and gives the amount of money or equivalent in stamps that must be reimbursed. The letter will only be sent after the Claim Review Officer determines or is notified by higher authority a collection attempt is appropriate. The letter will also explain the sanctions if the household refuses to reimburse the money and does not contact the Department to discuss any problems with repayment.
- c. Report FSP-248, Food Stamp Overutilization Report. This will be a Regionalized report which will alert the Director, Food Stamp Program, and the Regional Administrators that an overparticipation has occurred. It will give the name of the household, the pertinent document data involved, the date, the bank in which it occurred, and the "possible" amount of overparticipation. The word "possible" is used to recognize the possibility of forged documents. Forward Adjustments are considered in the computations of the report. All the documents issued to that household including replacements in a given month are also identified.

NOTE: Since the report is regionalized it is possible to have a household appear in two or more regions. This probably indicates fraud. It will be the responsibility of the Director, Food Stamp Program, to decide who is responsible to review the situation and make appropriate recommendations or referral to the Fraud Bureau.

2. A recipient subject to a Claim Determination has the right to see his or her case record.

E. Collection Of Claims. Once a decision has been reached to seek collection of the overparticipation the Claim Review Officer will arrange that a Demand Letter, FSP-7A, is sent to the household. The household will have two weeks to submit a reimbursement or to communicate with the Claim Review Officer or designee to discuss any problems with repayment.

1. Ideally any repayments should be in one installment. When such a situation is determined to work a financial hardship on the household arrangements should be made for a repayment schedule. It should be the responsibility of the Claims Review Officer to determine any hardship. It is hoped that two way communication has been established between the Department and the client before the demand letter is sent. Any mutually agreed upon repayment schedules should be made part of the written claim determination record. The schedule should also be reviewed at the time of any certification redetermination to determine if the schedule is working an additional hardship upon the family. The Claim Review Officer can decide to decline any further repayment until the hardship disappears or the schedule can be renegotiated to some lesser payment which the family can make without creating an undue hardship.

2. On claims that cannot be liquidated within three years the concurrence of USDA-FNS is necessary before the Claim Review Officer can approve a payments schedule.
3. Food Stamp coupons can be accepted as repayment of overparticipation through agency error, deliberate misrepresentation, or misunderstanding only if the overissuance is immediately detected and the coupons recovered are part of the erroneous issuance.
4. Any money collected should be in the form of a check or money order payable to the United States Department of Agriculture.

- a. Such checks and money orders should be recorded in the claim determination record. The name, date of the check or money order, the number of the check or money order, the amount of money should all be recorded. If food stamps are collected the name, amount of stamps and date should be recorded.
- b. Any checks or money orders collected should be mailed by the Claims Review Officer to:

CLAIMS BRANCH
Finance and Program Accounting Division
U. S. Department of Agriculture
Washington, D.C.

The money should be accompanied with a complete FSP-7 Food Stamp Claim Determination, or, if several checks are being forwarded, a summary attachment.

Copies of the FSP-7 should be forwarded to USDA-FNS and Director, Food Stamp Program along with a photostatic copy of the check or money order.

- c. Any food stamps collected will be forwarded to Director, Food Stamp Program, with a copy of a completed FSP-7. A copy of the FSP-7 with a record of the collection should be sent to USDA-FNS by the Claims Review Officer.
5. Collections of Overparticipation Due to Fraud. No collection action will be initiated by the Department in any situation involving fraud until the Director, Food Stamp Program, has been notified by either our legal Division or the Director, Fraud Bureau, to initiate the collection. The Director, Food Stamp Program, will determine at which level of the Department the claim for collection will be initiated.
 6. Termination of Collection Activity. The Director, Food Stamp Program, upon the recommendation of the Claim Review Officer may request USDA-FNS to consider a claim uncollectable and allow the State to terminate collection under the following conditions:
 - a. When it becomes clear that the Department cannot collect or enforce collection of any significant sum from the household having due regard for the judicial remedies available and the household's future financial prospects;

- b. When the household cannot be located or has moved to another State, and its whereabouts in the State is not known;
- c. When it is likely that the cost of further collection action will exceed the amount recoverable;
- d. When it is determined that the claim is legally without merit; and,
- e. When it is determined that the evidence necessary to prove the claim cannot be produced or the necessary witnesses are unavailable and the efforts to induce voluntary payment are unavailing.

Continued Participation In The Program. The Review Officer shall permit the household to be certified or continue participation in the Food Stamp Program even in cases where fraud is involved if he or she determines:

1. The household is making all reasonable efforts to repay the established claim; or,
2. The household is meeting its scheduled payments; or,
3. It is in the best interest of the household and the program to permit continued participation.

In those instances when a repayment schedule will create a financial hardship on a household, the Review Officer may permit a very liberal repayment schedule to allow the household to continue participation. If it is determined that the household is unable to make any repayment the Review Officer shall allow the household to continue participation in the program.

Sanctions. If a decision has been made to seek collection and the household refuses to cooperate and reimburse USDA the Claim Review Officer can recommend in writing to the Director, Food Stamp Program:

1. That the household be denied any further participation in the Food Stamp Program if this action will not cause an undue hardship on the household. No disqualification will be for a longer period than one year, and/or
2. That the Department seek legal action to recover the overissuance.

The Director, Food Stamp Program, if he concurs with the recommendation will authorize the closing of the food stamp case. If legal action is necessary the Director will consult with the Department's Legal Division to determine the appropriate actions.

The Department's Legal Division will have the responsibility of deciding whether legal action is possible and whether the cost of legal action will exceed the amount to be collected. Upon their advice the Department may decline collection if the amount is under \$400 (see paragraph B,8). If the amount is over \$400 USDA-FNS concurrence shall be necessary prior to closing the claim.

Acknowledgement Of Repayment. When a claim has been completely repaid by the debtor household a letter of acknowledgement will be mailed to the household by the Claim Review Officer. A copy of the letter will be attached to the FSP-7 record

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF PUBLIC ASSISTANCE
FOOD STAMP PROGRAM

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT VI

POLICY ON RECERTIFICATION OF NPA HOUSEHOLDS

(1) INTRODUCTION

The recertification or subsequent certification of households currently receiving Authorizations to Purchase (ATP's) require guidelines and procedures in order that consistency be maintained on a state-wide basis.

Certain procedures that follow will be mandatory for every WSO, while other procedures will be left open for alternative systems compatible with the capabilities within a WSO.

The Regional Administrator must designate the appropriate authority for approving optional procedures of a WSO in recertification of Non-Public Assistance (NPA) households.

The policies and procedures of subsequent certifications of households that are receiving food stamps, and who wish to continue their entitlement, are stated in the Food Stamp Program Certification Handbook, Paragraph 2410 ("Upon expiration of the certification period household eligibility is terminated. Further entitlement to food stamps cannot be established without application by the household, an interview, verification, and subsequent certification of household eligibility by the State Agency".)

(2) EXPIRATION DATE

MANDATORY - The expiration date of applications of all NPA households shall be the last day of the month in which eligibility terminates.

OPTIONAL - None

(3) RESPONSIBILITY

MANDATORY - The responsibility for the continuation of eligibility after the initial or subsequent certification requires the cooperation of both the recipient and the staff of the Department. (See Paragraph 2411 Recipient Responsibilities and Paragraph 2412 State Agency Responsibilities).

OPTIONAL - None

(4) INTERVIEW REQUIREMENT

MANDATORY - The Department shall be responsible for all recertification interviews and shall ensure the following:

- a. A WSO with backlogged applications and which does not have "walk-in" interview capacity shall offer a group recertification application process.
- b. The applicant shall have the option of agreeing to a scheduled date for an interview.

NOTE: The Department shall in no case refuse a private interview, if requested by the applicant.

OPTIONAL - It shall be within the discretion of non-backlogged WSO's to recertify by the following : Individual appointment system, walk-in or group recertifications; designated days for recertification appointments, walk-ins or groups; utilization of trained volunteers for pre-screening purposes; use of community facilities such as volunteer centers, churches or halls; and other systems that meet the approval of the individual designated by the Regional Administrator.

(5) SCHEDULING GROUP RECERTIFICATIONS

MANDATORY - The WSO shall give consideration to the number of participants scheduled for a group session in ratio to the available staff and physical facilities in order to avoid long waiting periods or any other undue hardship to the participants.

OPTIONAL - The number of participants scheduled for a group session shall be left to the discretion of the WSO and meet the approval of the individual designated by the Regional Administrator.

(6) RECERTIFICATION CONTROL SYSTEM

MANDATORY - Each WSO must set up a system to identify the month in which eligibility ends in order to schedule timely recertifications.

OPTIONAL - The following are samples of an alphabetical index card and a chronological index card:

- a. An alphabetical index card for each participant currently certified serves as a feasible means for control of households at the WSO. The alphabetical index card system serves as an information center for inquiries and problems occurring and pertaining to adjusted income, purchase requirement, coupon allotment, category, household size, and other pertinent household information.

NAME: Last, First	SOC. SEC. #
STREET:	CATEGORY #
CITY:	HH SIZE
TEL. #	
CERTIFICATION PERIOD	ADJ. INC.
PURCHASE REQUIREMENT - COUPON ALLOTMENT	

- b. A chronological index card for recertification identifies the month the participating household is due for a subsequent interview and application. The card will be pulled for the month in which the certification period is ending for the household. The name, address and other information found on the card is transferred to the Notice of Recertification (FSP-12) and sent to the household informing them that they must be recertified in order to remain eligible for food stamp benefits.

NAME: Last, First	SOC. SEC. #
STREET:	CATEGORY #
CITY:	HH SIZE
TEL. #	
DATE DUE FOR RECERTIFICATION	

- c. If preferred, a single format can be used, with one copy filed alphabetically and the other by month in which notice of recertification requirement must be sent.

(7) VERIFICATION

MANDATORY - Verification of income is not required if the household makes application during the current certification period or within 30 days of its expiration, unless the source of income is changed or the amount of income is changed more than \$25 per month, or the previous certification was made without proper verification.

Verification of deductions, similarly, is not required if the household makes application during the current certification period or within 30 days of its expiration, and there is no change in source or amount more than \$25, and the verifications in the previous certification were made. Even when these conditions are not met, a deduction should be verified only when required by the additional guidance in Supplement II of the Certification Handbook, which excludes certain forms of verification under all circumstances.

OPTIONAL - None

(8) NOTICE OF ELIGIBILITY (FSP-2 1975)

MANDATORY - At the time of the initial or subsequent certification, an eligible household shall be sent the original of Form FSP-2 which states:

- a. The period of certification.
- b. The necessity of a subsequent certification if the household wishes to continue in the Food Stamp Program after the stated termination period.
- c. That at a later date notification of recertification will be sent by the Department to households certified three months or longer.

A duplicate copy of Form FSP-2 sent to household shall be filed in the case record.

NOTE: In situations where the period of eligibility is for two months or less, since the Form FSP-2 states the period of certification, the worker must verbally inform the applicant of the necessity of a timely recertification.

OPTIONAL - Additional information may be attached to the Form FSP-2 such as a detailed list of food stamp issuing agents in the area.

(9) NOTICE OF RECERTIFICATION REQUIREMENT (FSP-12)

MANDATORY - In order to insure a household's timely application for continued participation in the Food Stamp Program, the Department shall forward the original of Form FSP-12 to households certified for three months or longer. This notice must be sent by the Department not less than seven (7) days and not more than twenty-one (21) days prior to household recertification interview. A duplicate copy of Form FSP-12 sent to the household shall be filed in the case record. The recertification interview must be completed fifteen (15) days prior to the last day of the current certification period in order to avoid interruption in the benefits, and to prevent technical problems such as Forward Adjustments, Claim Determinations or the continued participation of ineligible households in the Food Stamp Program.

OPTIONAL - Additional information may be attached to the Form FSP-12. Form FSP-12 may be sent to households certified two (2) months or less.

(10) NOTICE OF DENIAL/CLOSING (FSP-2A JULY 1975)

MANDATORY - If a household fails to respond to a recertification notice, or is ineligible at the time of an initial or subsequent certification, the ineligible household shall be sent an original of Form FSP-2A at the time closing action is taken, with copy to case record, giving:

a. The effective date of denial or closing.

b. The reason for denial or closing. Proper citation for households failing to show or contact WSO is "Expiration of Certification Period!"

FSP-2A is not an advance notice prior to action. Advance notice requirement is met by FSP-12, Notice of Recertification Requirement (above)

NOTE: Form FSP-5 (Advance Notice of Change) and Form FSP-6 (Notice of Change) are not used at recertification.

These forms are used only for changes that occur within the certification period (desk reviews).

OPTIONAL - None

(11) RECERTIFICATION REPORTING SYSTEM

MANDATORY - Until such time as a computer capability exists, it shall be the responsibility of the individual designated by the Regional Administrator to maintain a record of the current situation of recertifications in each WSO in the region.

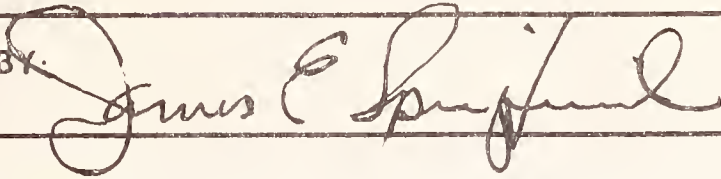
OPTIONAL - A reporting system from the WSO to the Regional Office shall be maintained.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, DC 20250

CHANGE NO. 3

FOOD STAMP CERTIFICATION HANDBOOK (732-1)

APPROVED BY:



DATE:

2/14/75

We are transmitting the following changes and additions to the Food Stamp Certification Handbook (732-1) to implement the provisions of Public Law 93-563 and Section 271.3(e) of the Food Stamp Program Regulations establishing the tax dependency eligibility criteria for students 18 years of age or older and enrolled in institutions of higher education. In addition, we are deleting the paragraph of the Handbook prohibiting authorized retail store owners and managers from participating in the Food Stamp Program.

1. The Table of Contents is revised to include the new tax dependency section and to delete the paragraph on the participation of retail store owners and managers.
2. Paragraph 2102 is revised to include student tax dependents as nonhousehold members.
3. Paragraph 2106 prohibiting retail store owners and managers from participating in the Food Stamp Program is deleted.
4. Paragraph 2200.3 is revised to add tax dependency as a nonfinancial eligibility criterion.
5. An entirely new section 2240 on the tax dependency eligibility criteria is added.
6. Paragraph 2328 on eligibility determination for students is revised to include the tax dependency eligibility criteria.
7. Paragraph 2332.1 on zero purchase households is revised to permit households whose conditions or resources are sufficient to sustain them to be certified for longer than 1 month.
8. Page 4 of the Index is revised to delete the reference to retail store owners and managers as "household", update the section on "Students", and to add a new "Tax Dependency" section.

DISTRIBUTION:

AD, F3, F4, FNS-W

PAGE CONTROL CHART

Remove Page	Dated	Insert Page	Dated
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		114	Undated
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2100 APPLICATION PROCESSING

All applications shall be submitted on behalf of a household.

2101 HOUSEHOLD CONCEPT

A household is defined as any one of the following:

- (1) A group of individuals who are living as one economic unit sharing common cooking facilities.
- (2) An individual living alone who purchases and prepares food for home consumption.
- (3) An individual who purchases and prepares food for home consumption residing with any other person or persons who is not a member of an economic unit.
- (4) An elderly person (i.e., an individual age 60 or older) who lives alone or only with spouse and who need not have cooking facilities if he participates in a delivered meals program or a communal dining program.
- (5) A narcotics addict or alcoholic who is a resident of a drug addiction or alcoholic treatment and rehabilitation program and who receives meals through such program.

2102 Nonhousehold Members

The following individuals residing with a household will not be considered household members for determining the household's eligibility or basis of issuance.

2102.1 Roomer

An individual to whom a household furnishes lodging, but not meals, for compensation.

2102.2 Boarder

An individual to whom a household furnishes meals, or lodging and meals, for payment at a monthly rate at least equal to the coupon allotment for a one-person household.

- (1) An individual furnished both meals and lodging by the household, but contributing less than a one-person coupon allotment, will be considered a part of the household. By failing to meet the basic

payment, the individual's basic needs are being provided by the household and he will therefore be treated as any other household member.

- (2) An individual furnished only meals but not residing with the household and contributing less than a one-person coupon allotment will not be considered a member of that household and only his actual payment to the household will be included as household income (See 2262.13).

2102.3 Attendant or Housekeeper

An individual necessary for medical or child care reasons who is not a part of the household economic unit.

2102.4 Ineligible Alien

An individual who does not meet the citizenship or permanent alien status as defined in 2205. However, the income and resources of such individual, if he is not otherwise excluded from the household as a roomer, boarder, or attendant, will be considered available to the household for the purpose of determining eligibility and basis of issuance for the remaining household members (See 2331).

2102.5 SSI Recipients in "Cash-Out" States

Recipients of Supplemental Security Income (SSI) who reside in a State designated by the Department of Health, Education and Welfare (DHEW) to have specifically included the food stamp bonus in its State supplemental payment (See 2323).

* 2102.6 Student Tax Dependents

- * A student who is (1) 18 years of age or older, (2) enrolled in
- * an institution of higher education, and (3) properly claimed as
- * a tax dependent for Federal income tax purposes by a parent or
- * guardian who is a member of another household which is not
- * eligible to participate in the Food Stamp Program (See 2240).

* 2102.7 Others

Other individuals who are not a part of the household's economic unit and do not normally purchase food with the household.

2103 Economic Unit

An economic unit is a group of individuals for whom food is customarily purchased and stored in common for use by all

members of the group and for whom common living costs (such as, but not limited to, shelter costs) are customarily being met from the income and/or resources available to any individual within the group.

It is possible for more than one household to share common living quarters and even common shelter costs. In such situations, it is the responsibility of each person or group of persons to establish that they are in fact separate economic units and may apply as separate households.

2104 Head of Household

The head of household is the person in whose name application is made for participation in the program. Such individual must be a household member except that, if the only adult member of an economic unit is an ineligible alien or an SSI recipient in a cash-out State, such individual may make application on behalf of the household of minors as the head of household.

2110 APPLICATION PROCESS

Households wishing to participate in the program must make this desire known and provide the State agency with enough information regarding household income and circumstances to make a determination of eligibility. Failure by the household to cooperate with the State agency in providing the information necessary for an eligibility determination can result in denial of the application. The application process consists of an application for participation made by or in the name of the household head, an interview, and required verification and documentation. For purposes of applying for program benefits, households fall into two categories--public assistance (PA) households and nonassistance (NA) households. SSI households, although eligible for food stamps without regard to their income or resources as are PA households (See 2200), are treated as NA households for all other aspects of the program, including application processing.

2110.1 PA Households

The following households will be classified as PA households for food stamp purposes:

- (1) Households in which all members are receiving directly or on their behalf a federally aided public assistance grant such as Aid to Families with Dependent Children (AFDC) or Old Age Assistance (OAA), Aid to the Blind (AB), and Aid to the Permanently and Totally Disabled (APTD) where still applicable.
- (2) Households in which all members are receiving directly or on their behalf a general assistance (GA) grant from a State or local public assistance program which has been determined by FNS to meet the criteria for inclusion as PA households. (The presence in any household of an individual receiving a grant from a GA program which has not received FNS approval shall result in the classification of the household as a NA household).
- (3) Households in which all members are receiving either a federally aided PA grant or a GA grant as defined above.
- (4) Households in which all members are PA or GA recipients as defined above and SSI recipients.

The classification of a PA household will not be affected by the presence of a legally assigned foster child.

2110.2 SSI Households

An SSI household shall be only those in which all members are SSI recipients or SSI recipients and an essential person as determined in 2323.

2110.3 NA Households

All other households shall be classified as NA households.

2200 ELIGIBILITY STANDARDS

In January 1971, Congress mandated national uniform standards of eligibility for the Food Stamp Program.

2200.1 Financial Criteria

The Food Stamp Act requires that at a minimum the standards of eligibility for the program prescribe "the amounts of household income and other financial resources, including both liquid and nonliquid assets to be used as criteria of eligibility." The standards established by the Secretary of Agriculture for NA households define those households whose income and resources are substantial limiting factors in permitting them to purchase a nutritionally adequate diet.

The income and resource eligibility standards are not applied to PA or SSI households because their "need" has already been determined by their eligibility for such assistance. However, in determining basis of issuance, the same income computation is used for PA and SSI households as is used for NA households.

2200.2 Ineligibility of Certain SSI Recipients

In addition to the financial criteria, the Act also specifies that SSI recipients living in States which the Secretary of Health, Education and Welfare has determined are providing State supplementary payments which have been specifically increased to include the value of bonus food coupons shall not be eligible to participate in the Food Stamp Program. Ineligible SSI recipients shall be treated as nonhousehold members in accordance with 2102.

2200.3 Nonfinancial Criteria

Nonfinancial eligibility standards apply equally to PA, SSI, and NA households and consist of:

- (1) Residency in the project area;
- (2) Citizenship or permanent alien status;
- (3) Availability of cooking facilities;
- (4) Prohibition against residency in boarding houses and institutions;
- (5) Work registration;
- (6) Tax dependency.

*

2201 RESIDENCY

All households must live in the project area in which they make application for the program. No household may participate in more than one project area in any month, except as provided for in 2422.2 under the transfer of certification procedures.

2201.1 Residency Limitations

When determining residency, the State agency shall:

- (1) Not interpret residency to mean domicile which is sometimes defined as the legal place of residence or principle home;
- (2) Not impose a durational residency requirement;
- (3) Not interpret residency to mean the intent to permanently reside in the State or project area, however, persons in the project area solely for vacation purposes shall not be considered residents;
- (4) Consider as residents all other applicants who are living in the project area for any purpose other than vacation.

2201.2 Reporting

The application contains spaces for both a physical address and a mailing address. If the two are different, the EW should require both addresses be given. A mailing address only, such as post office box or a rural route, will not be sufficient as it does not indicate that the household resides in the project area. If the address is a rural route, information should be given which can identify the home, e.g., third house on the right, north of Jones' Market.

2201.3 Verification

Verification of residency is not required unless the information provided by the applicant is unclear, inconsistent, or incomplete. If questionable, the client may supply the verification in the form of documentation such as a driver's license, rent receipt, utility or other recently received bill, voter registration

FORM FNS-285 (9-71)		U. S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE		FORM APPROVED OMB NO. 40-R3737	
REPORT OF REDUCTION/TERMINATION OF FOOD STAMP BENEFITS					
<p align="center">INSTRUCTIONS</p> <p>LOCAL WELFARE OFFICE: Send the original and two copies of this report to your State Agency; send the fourth copy to your local State or Federal Employment Service Office; and retain the last copy for your records.</p> <p>STATE AGENCY: Forward the original and second copy to the Food and Nutrition Service Regional Office; retain the third copy.</p> <p>REGIONAL OFFICE: Forward the original to the Food Stamp Division and retain the second copy for your records.</p>					
1. STATE Alabama		3. NAME AND COMPLETE MAILING ADDRESS OF LOCAL OR STATE WELFARE AGENCY Montgomery County Department of Pensions and Security 211 North Decatur Street Montgomery, AL 36104		4. NO. OF HOUSEHOLD MEMBERS REGISTERED THIS MONTH 982	
2. REPORTING MONTH December, 1971				5. NO. OF INFORMATION STATEMENTS RECEIVED THIS MONTH 15	
6. BENEFITS REDUCED OR TERMINATED THIS MONTH AS A RESULT OF ACCEPTANCE OF EMPLOYMENT		7. BENEFITS TERMINATED THIS MONTH BECAUSE OF FAILURE TO COMPLY WITH REQUIREMENTS			
BENEFITS REDUCED	BENEFITS TERMINATED				
35	15			← NO. OF PERSONS → 18	
10	6			← NO. OF HOUSEHOLDS → 5	
\$ 675.	\$ 325.	← AMOUNT OF BENEFIT REDUCTION FOR ONE MONTH →		\$ 200.	
8. REMARKS NONE			9. SIGNATURE OF INDIVIDUAL PREPARING REPORT JOHN DOE		

THIS PAGE IS INTENDED TO BE VACANT.

2240 TAX DEPENDENCY

A student who is (1) 18 years of age or older and (2) enrolled in an institution of higher education is required to meet the tax dependency criteria for eligibility, in addition to the other financial and nonfinancial eligibility criteria established for the Food Stamp Program. A student who possesses both of the above characteristics and is a member of a household other than that of his parent or guardian is ineligible for food stamps if he is properly claimed as a tax dependent for Federal income tax purposes by a parent or guardian who is not a member of an eligible household. An institution of higher education is defined as an institution providing post-high school education. Some examples include colleges, universities, and vocational and technical schools at the post-high school level. In order for the tax dependency criteria to be applicable, a student must be enrolled at least halftime (as defined by the institution in which he is enrolled).

2241 Applicants Not Affected

If a student is under 18 years of age, or is not enrolled in an institution of higher education, or is not a properly claimed tax dependent of an ineligible household, then he should be certified according to the procedures for student households in 2328. For example, the following individuals would not have to meet the tax dependency eligibility criteria: any 17-year old student, any high school student, married students who are entirely self-supporting.

2242 Tax Dependency Defined

In order to determine whether the applicant meets the tax dependency criteria for eligibility, the EW should pay special attention to the following items:

2242.1 Year of Claim

The eligibility of the student is based upon an anticipated claim of tax dependency, that is, will the student be claimed as a tax dependent for the calendar year in which he is making application. For example, the eligibility of a student applying in September 1975 would depend on the student's tax status for

the calendar year of January 1-December 31, 1975. The parent or guardian must intend to claim the student as a tax dependent on their tax return to be filed in the early months of 1976. A claim of tax dependency made for the past year can be used as a guide to the student's current tax status, but is not a sufficient criterion to determine whether the parent or guardian intends to claim the student as a tax dependent for the current year.

2242.2 Properly Claimed Tax Dependent

In order to be properly claimed as a tax dependent, a student must receive over half of his support from the parent or guardian during the calendar year in which he makes application. A student applying for food stamps in September 1975 is properly claimed if his parent or guardian will provide for over half of his support during the entire year of 1975. An increase or decrease in the amount of support the parent or guardian intends to provide during the calendar year in which a student applies for food stamps may change the tax dependency status of the student. However, normally the EW will not become involved in determinations of the propriety of the tax dependency claim unless the tax dependency status as reported on the application is questionable or the applicant student challenges the information provided by the taxpayer household.

2242.3 Eligibility of the Parent or Guardian Household

A student who is a properly claimed tax dependent may still be eligible for food stamps if the parent or guardian making the tax claim is a member of an eligible household. The taxpayer household will be considered an eligible household if it is:

- (1) Currently certified to participate in the Food Stamp Program or Food Distribution Program; AFDC or one of the other federally-aided public assistance programs where still applicable; SSI; or a general assistance program; or
- (2) Able to demonstrate that it meets the income and resource standards applicable to nonassistance food stamp households.

The financial eligibility test required for the household of the parent or guardian is to indicate whether or not the taxpayer household would generally qualify as a low-income household for food stamp purposes and is not meant to meet the strict tests required for households directly applying for program

benefits. Nonfinancial food stamp eligibility criteria, such as work registration, will not be applied to the eligibility test for taxpayer households.

2243 Determination and Verification of Tax Dependency

Households containing one or more students to whom the tax dependency criteria are applicable (see 2240), must report the tax status of such students as part of the application process. Before certifying such households, the EW must obtain verification of:

- (1) The eligibility of the taxpayer household for all students who are properly claimed tax dependents; and
- (2) The tax dependency status of students where the statement on the application is questionable.

2243.1 Tax Dependency Statement for Applicants

Questions to be included on the application are:

- (1) Was the student a properly claimed tax dependent for the past year?
- (2) Does he expect to be a properly claimed tax dependent for the current calendar year?
- (3) For students answering yes to the tax dependency question or whenever requested by the EW, the name and address of the parent or guardian.
- (4) Is the taxpayer household currently certified to participate in either the Food Stamp Program; Food Distribution Program; AFDC or one of the other federally-aided public assistance programs where still applicable; SSI; or a general assistance program?
- (5) If the taxpayer household is not currently certified in any of the above programs, would the household be eligible for the Food Stamp Program based on income and resources?

States which do not wish to revise their applications immediately to incorporate these questions may devise a separate form for tax dependency. However, such questions shall be included as part of the application form once the current stock is depleted.

The student's eligibility may be denied for failure to cooperate if he does not provide correct and complete answers to the tax dependency questions, including the name and address of his parent or guardian.

2243.2 Cases Not Requiring Verification

If the EW is able to determine from the student's answers to the questions on tax dependency and his financial situation as revealed on the application that the student is not properly claimed as a tax dependent, and that the student is financially independent from the parent or guardian, then the student should be certified according to the procedures in 2328. No additional verification of tax dependency is required.

2243.3 Cases Requiring Verification

In most other cases, the EW must obtain verification from the parent or guardian household before certifying the student.

The EW shall verify the following information for the following cases:

- (1) For students indicating on the application that they are tax dependents of currently certified households, the EW must verify that the taxpayer household is currently certified for the program as indicated on the application form. Verification shall be accomplished through direct contact with the taxpayer household as specified in 2243.4 and the EW may also contact the appropriate office in the taxpayer's home area for confirmation of their certification if it will expedite verification.
- (2) For students indicating they are tax dependents of households not currently certified but financially eligible for food stamps, the EW must verify through direct contact with the taxpayer household that the household's income and resources are within the standards for nonassistance food stamp households.

In both of the above cases, the EW may also wish to verify the parent or guardian's intent to claim the student as a tax dependent and the amount of income the taxpayer is providing.

- (3) For students indicating they do not know their tax dependency status or when the EW has cause to question the student's statement that he is not a tax dependent, the EW must verify the tax dependency of the student through direct contact with the taxpayer household. At the same time, the EW shall verify the financial eligibility of those taxpayer households which indicate they intend to properly claim the student as a tax dependent.

Students will have satisfied the tax dependency criteria if the verification shows their parent or guardian does not intend to claim them as a tax dependent or, if they will be claimed, that the household of the taxpayer is either certified for one of the above-mentioned programs or is financially eligible as a nonassistance food stamp household.

2243.4 Method of Verification of Tax Dependency and Parental Eligibility

When verification is required for a tax dependent, the EW shall use a Tax Dependency and Financial Eligibility Statement (see format and sample cover letter on pages 51i through 51o). The form includes verification of the parent or guardian's intent to properly claim the student as a tax dependent and their status as a certified household, the contributions made by the parent or guardian to the student's income and resources, and a statement which allows a household not currently certified for food stamps or the other above-mentioned public assistance programs the opportunity to demonstrate that it meets the income and resource standards for a nonassistance household. The financial eligibility statement for the parent or guardian is not intended to provide as complete a picture of the income and resources of the household as would a regular food stamp application combined with a face-to-face interview. It serves as a guide to whether the parent or guardian household can reasonably be expected to exceed food stamp income and resource standards. The EW should use prudent judgment

to determine whether the parent or guardian's household would qualify as a low-income household for food stamp purposes.

The Tax Dependency and Financial Eligibility Statement shall be sent by the EW directly to the parent or guardian. The EW shall inform the applicant when such statements will be used to verify tax dependency information. Prompt action by both the EW in sending the form and the parent or guardian in completing and returning the form will be needed in order to permit the student's application to be processed within the required time period. The failure of the parent or guardian to return the forms needed to verify whether the student is eligible under the tax dependency criteria is sufficient grounds for the EW to determine that the student is ineligible. Other members of the household with which the student is applying may still be eligible for food stamps.

The Tax Dependency and Financial Eligibility Statement used for initial certification shall remain valid for the balance of the calendar year for which tax dependency status was reported, unless subsequent information received by the EW indicates a change has occurred which would affect the student's eligibility. The student is responsible for reporting changes in his parent or guardian's circumstances, as well as his own, which would have an impact on his eligibility under the tax dependency criteria.

2244 Ineligible Students as Nonhousehold Members

A student who is a properly claimed tax dependent of another household which is not eligible for food stamps shall be treated as a nonhousehold member in accordance with 2102. The income and resources of the ineligible student shall not be considered available to the other household members for determining their income, resources, and deductions. The ineligible student shall not be counted in determining the household coupon allotment. The other members of a household containing an ineligible student may be certified for food stamps. The income and resources of a household containing an ineligible student shall be treated according to the procedures in 2328.4.

2244.1 Right of an Ineligible Student to Appeal

An ineligible student shall have an opportunity to demonstrate that he is not a properly claimed tax dependent in accordance with the Fair Hearing procedure in 2500. The student may prove that he is not properly claimed as a tax dependent by demonstrating that the parent or guardian is not providing and does not intend to provide over half of his support during the calendar year in which the food stamp application is made.

Support is defined as income received to pay basic living expenses. These would include food, shelter, clothing, medical and dental care, and the like. Support payments can also cover child care, board, lodging, entertainment, recreation, and transportation. If the student can demonstrate through the fair hearing process that he is not a properly claimed tax dependent, then he shall be eligible for certification according to the procedures in 2328.

The income tax return of the parent cannot be demanded in either the certification or hearing process as proof of tax dependency status as in most cases the relevant form will not be filed until some future date. Likewise, the past year's tax return cannot be demanded as it can be used as nothing more than a guide to the current tax status in question.

Cover Letter

Address of Parent

County _____

Address _____

Telephone No. _____

Dear _____:

_____ has applied for food stamps, a program designed to aid low-income households to purchase food items for a nutritionally adequate diet, in the certification office nearest his/her college or university.

The law requires that we verify whether the applicant is a properly claimed tax dependent of another household (i.e., the household must be providing and intend to continue providing over half the applicant's support during the current calendar year, January 1-December 31). In addition, the household claiming the applicant as a tax dependent must be able to meet the income and resource criteria for eligibility in the Food Stamp Program.

In view of the above, please complete the attached form, signed by the taxpayer or spouse, and return it by mail in the enclosed self-addressed envelope.

Part I of the Tax Dependency and Financial Eligibility Statement verifies whether you have claimed the applicant as a tax dependent in the past and if you intend to claim him/her again for the current tax year. Part II includes a statement on the amount and sources of the support you are providing to the applicant during this calendar year. PART III provides information concerning your potential eligibility for food stamps based upon your income and resources.

Please complete the attached form and return it to the food stamp office promptly so that we may proceed with the processing of the application without delay.

Thank you for your cooperation.

Sincerely,

THIS FORM IS TO BE USED IN DETERMINING ELIGIBILITY FOR THE APPLICANT ONLY. THIS DOES NOT ENTITLE YOUR HOUSEHOLD TO FOOD STAMP BENEFITS. SHOULD YOU DESIRE TO APPLY, YOU MUST CONTACT YOUR LOCAL FOOD STAMP OFFICE.

TAX DEPENDENCY AND FINANCIAL ELIGIBILITY STATEMENT

Name (Taxpayer or Spouse)

Street

City

State

Zip

PART I TAX DEPENDENCY

1. Have you properly claimed the applicant as a tax dependent for Federal income tax purposes for the past tax year? (In order to have properly claimed the applicant as a tax dependent, you must have provided over half his/her support during the past calendar year, Jan. 1-Dec. 31).

 YES NO SPECIFY TAX YEAR

2. Do you expect to properly claim the applicant as a tax dependent for the current tax year? (In order to properly claim the applicant as a tax dependent, you must be providing and expect to continue providing over half his/her support during the current calendar year, Jan. 1-Dec. 31).

 YES NO SPECIFY TAX YEAR

If you have answered "YES" to Question 2, go on to Question 3.

If you have answered "NO" to Question 2, do not answer Question 3.
Complete only PART II. You should not complete PART III.

3. Is the head of your household (primary taxpayer) currently certified to participate in:

			CASE NO.
a. The Food Stamp Program?	<u> </u> YES	<u> </u> NO	<u> </u>
b. The Food Distribution Program?	<u> </u> YES	<u> </u> NO	<u> </u>
c. Aid to Families with Dependent Children (AFDC)?	<u> </u> YES	<u> </u> NO	<u> </u>
d. Supplemental Security Income (SSI)?	<u> </u> YES	<u> </u> NO	<u> </u>
e. General Assistance?	<u> </u> YES	<u> </u> NO	<u> </u>

If you have answered "YES" to any Section of Question 3, complete only PART II. You should not complete PART III.

If you have answered "NO" to all Sections of Question 3, complete both PART II and PART III.

PART II SUPPORT PROVIDED TO THE APPLICANT

List all items of support you provide to the applicant during the current calendar year (Jan. 1-Dec. 31).

1. CASH PAYMENT

How much money do you give the applicant? \$ _____

(Circle one: weekly, monthly, other-specify _____)

2. DIRECT OR VENDOR PAYMENTS

Do you pay any of the applicant's expenses directly?

_____ YES

_____ NO

Specify the expense (i.e., tuition, rent, car payment, car insurance) and the period your payment is intended to cover (i.e., monthly payment entire school term).

Expense Paid for Applicant	Amount	Period Payment Covers
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

3. Do you know of any other items of support available to the applicant?

(For each of the items you have checked, specify source and amount.)

	Source	Amount
_____ Scholarships, Fellowships		
_____ Student Loans, Other		
_____ Financial Aid	_____	\$ _____
_____ Social Security Benefits		\$ _____
_____ G.I. Loans		\$ _____
_____ V.A. Benefits	_____	\$ _____

_____ Earnings	_____	\$ _____
_____ Resources of Applicant's Own (Savings Account, Stocks, Bonds, etc.)	_____	\$ _____
_____ Access to Parents' Resources (i.e., Credit Cards)	_____	\$ _____
_____ Other	_____	\$ _____

PART III FINANCIAL ELIGIBILITY STATEMENT

1. NUMBER OF PERSONS IN YOUR HOUSEHOLD

Include all persons currently living in your household. Do not include roomers (shelter for compensation), boarders (meals, or shelter and meals for compensation), or persons who provide nursing care, housekeeping service, or child care. _____

2. RESOURCES

Resources include cash on hand, money in checking or savings accounts (including credit unions), stocks, bonds, and other items which can be changed easily into cash.

Also included are real property, buildings, and personal property (such as snowmobiles, boats, motors, etc.).

Do not include your home, personal items (clothing, books, etc.), household goods, or one licensed vehicle and one additional licensed vehicle per employed person.

<u>Type of Resource</u>	<u>Present Market Value</u>	<u>Amount Owed</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

MONEY-MAKING RESOURCES

List all resources used to produce income, such as rented property, real estate, or personal property, etc.

<u>Type of Resource</u>	<u>Present Market Value</u>	<u>Amount Owed</u>	<u>Monthly Income</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

3. INCOME

(a) MONTHLY EARNED INCOME FROM EMPLOYMENT

List each source of earned income in your household. Do not include self-employment income or income from farm operation. Be sure to include tips or commissions, where applicable, with earned income.

Indicate the frequency each source of income is received. Use one of the frequencies listed (weekly, biweekly, twice monthly, monthly, yearly) or any other period of time which applies.

<u>Firm or Employer</u>	<u>Gross</u>	<u>Net</u>	<u>Frequency</u>
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

(b) SELF-EMPLOYMENT INCOME AND FARM INCOME

Include net income (gross income minus all major business-related expenses). Do not include salary paid to owner-operator as an expense.

Amount \$ _____ (Circle one: monthly, yearly)

(c) OTHER HOUSEHOLD INCOME

Check all items which apply and indicate amount and frequency (weekly, biweekly, twice monthly, monthly, yearly) income is received.

<u>Income Source</u>	<u>Amount</u>	<u>Frequency</u>
_____ Boarder payment (meals or room and meals for compensation)	\$ _____	_____

_____ Roomer (shelter for compensation)	\$ _____	_____
_____ Social Security	\$ _____	_____
_____ Railroad Retirement	\$ _____	_____
_____ Other pensions or annuities	\$ _____	_____
_____ Foster child care	\$ _____	_____
_____ Alimony and/or child support	\$ _____	_____
_____ Other	\$ _____	_____

4. EXPENSES

(a) SHELTER

(1) Rent or home mortgage \$ _____ (Circle one: weekly, monthly, yearly) (Do not include security deposits and downpayments on home or mobile units.)

(2) Utilities \$ _____ (Circle one: weekly, monthly, yearly) (Include heat, cooking fuel, basic cost for one telephone, water, sewage disposal fees.)

(3) Taxes and fire insurance on home paid on annual or biannual basis \$ _____.

(4) Other special assessments required by law \$ _____.

(b) MEDICAL \$ _____ (List average amount paid monthly for medical expenses if over \$10. Include physician or dental service, hospital or nursing care, health insurance, prescription drugs, prosthetic devices. Do not include life insurance payments.)

(c) OTHER (i.e., payments for child care, court-ordered alimony and/or child support, tuition or mandatory educational fees paid for students living at home--DO NOT INCLUDE TUITION PAID FOR APPLICANT) \$ _____.

I certify that this statement has been examined by me (or read to me) and that the information given is true and correct to the best of my knowledge and belief. I understand the penalties for making a false statement.

Penalties for Fraud: The State and Federal law provides penalties including a fine, imprisonment or both for persons found guilty of obtaining food stamps for which they are not eligible by making false statements; or

failing to report promptly any changes in their circumstances. If evidence indicates that such individuals have willfully violated the law, they will be referred to the proper law enforcement authority for investigation and possible prosecution

Anyone who aids another person to obtain food stamps fraudulently is subject to the same penalties

Signature (Taxpayer or Spouse)

Date

THIS PAGE IS INTENDED TO BE VACANT.

2250 RESOURCES

Resources are liquid and nonliquid assets. The household shall report all nonexempt resources held at the time of application and any anticipated to be received during the certification period.

The value of the resource will be its fair market value less encumbrances. The fair market value is the amount the resource would bring if for sale or rent on the current market. The value may be computed based on statements made by the applicant, unless the estimated value is unclear or inconsistent. When questionable, the EW should verify the value in accordance with 2255. Resources must be identified on the application in sufficient detail to permit verification. During the interview, the EW shall review with the applicant the resources reported as well as the possibility of unreported resources.

Resources held jointly by separate households shall be considered available in toto to each household, unless it can be demonstrated that such resources are inaccessible as provided for in 2254.7.

The resources of an ineligible alien who is not otherwise excluded from the household as a roomer, boarder, or attendant shall be treated as any other household resource in determining allowable exemptions and the total value of resources available to the household; unless the household can demonstrate that such resources are in fact inaccessible as provided in 2254.7. However, ineligible aliens will not count as household members for the purpose of determining the resource eligibility limit in 2251.1. For more detail on eligibility determinations for households with ineligible aliens, see 2331.

2251 Resource Eligibility Standards

Eligibility will be denied or terminated if the value of non-exempt resources for all household members exceeds:

2251.1 \$3,000

For all households with two or more members when at least one such member is 60 years of age or older, the resource limit is \$3,000.

2251.2 \$1,500

For all other households, including all one-person households, the resource limit is \$1,500.

are of primary importance in the certification of households consisting solely of students or where the student is the household head, the principles are equally applicable to households where the student is a dependent member.

A student is defined as an individual attending at least half-time as defined by the institution any kindergarten, preschool, grade school, high school, vocational school, technical school, training program, college, or university. Enrollment in a mail, self-study, or correspondence course does not qualify such person as a student. A student's status is not altered during temporary periods of time in which the school is not in session, such as summer vacations or semester breaks, provided he is enrolled for the next regular session. Students as such are exempt from the work registration requirement. Moreover, students under 18 years of age are granted an exemption for any income earned through employment or self-employment, except where the student is emancipated or is living alone.

A student who is 18 years of age or older and enrolled in an institution of higher education is required to meet the tax dependency criteria for eligibility in 2240 before he can be certified under the procedures outlined in this section. The EW shall certify only students who are either not properly claimed tax dependents or properly claimed tax dependents of households which are currently certified to participate in either the Food Stamp Program, Food Distribution Program, AFDC or other federally-aided public assistance programs where still applicable, SSI, or a general assistance program; or able to demonstrate that they meet the income and resource standards applicable to nonassistance households.

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Students have unusual sources of income. Income peculiar to student households would include scholarships, fellowships, educational grants, deferred payment loans, veteran's educational benefits, cash gifts or awards for educational expenses, and cash or vendor payments from parents. Such sources of income result in an uneven cash flow. The payments are generally speaking received in one payment but are intended to cover a specific period of time; a semester, school year, etc. Likewise, the major expenses of education--tuition and mandatory fees--are also paid at one time, again emphasizing the uneven cash flow.

* of the support contributed by the parents and guardians of
 * students who are required to meet the tax dependency criteria.
 * In addition, the State agency may wish to contact the parents
 * or guardians of students who are not required to meet the tax
 * dependency criteria to determine the amount of cash or vendor
 * payments made to or on behalf of the household. Depending on
 * the distance involved, contact may be made by telephone, mail,
 * or by personal contact. If the mails are used, it is
 * recommended that the request for information be sent directly
 * to the parent or guardian and that it include an enclosed
 * self-addressed envelope for direct reply to the certification
 * office. The State agency may either adopt Part II of the
 * Tax Dependency and Financial Eligibility Statement or develop
 * its own form for this purpose. If the household refuses to
 * supply the name of the parent or guardian, the household may
 * be denied participation for failure to cooperate. However,
 * if the form is used for the verification of income only and
 * not for the verification of the tax dependency criteria, the
 * failure of the parent or guardian to furnish the requested
 * information may not be used as grounds to deny the household
 * if income verification can be supplied by the applicant or
 * through any other acceptable means. Verification of the
 * amounts received from scholarships, deferred loans or grants
 * may be obtained directly from the agency or institution
 * providing such monies.

2328.6 Living Arrangements

Many students live in unconventional arrangements which do not in themselves provide grounds for denial of participation, but do make the determination of household composition difficult. It is recommended that the certification office establish cross-referenced address files of student applicants to prevent participation of a student as a member of more than one household. Such a file would also serve as a source of information on shelter costs to assure that verification of shelter costs, when necessary, presented by students is genuine. The EW may also verify shelter costs with the owner of the property or the rental agency to determine actual shelter costs and also the student who is actually responsible for making the payment.

While communal living arrangements do not preclude certification of individuals as single person households, the EW may wish to explore the validity of statements that individuals in the communal setting live as independent economic units, and do in fact purchase and store food individually. Since

many students live in boarding houses, it is recommended that the most recent city directory be consulted for all students to detect residents of boarding houses. Applications listing the address as a dormitory should receive special attention. While many colleges do provide snack-type facilities on each dormitory floor, such facilities may not necessarily be used to prepare meals. The existence and adequacy of such facilities may be verified by contact with college housing officials.

2329 Strikers

Striker households are to be certified in the same manner as other NA households. Contact with union and company officials should be maintained to determine the probable length of the strike and to verify wages received from the struck company or strikers' benefits or other aid from the union. However, the services of individuals or organizations who are parties to a strike or lockout shall not be used to perform certification interviews of applicants who are involved in a strike or lockout. In addition, such individuals or organizations shall not be permitted access to food coupons, ATP cards or other documents, nor shall the facilities of such individuals or organizations be used in conjunction with the certification of such applicants.

2329.1 Scheduling Intake

In areas which do not have an appointment system for taking applications for participation in the program, a great deal of confusion may result if there is a sudden large influx of applicants. In order that applicants may be handled as

2331.3 Ineligible Aliens as Household Head

When the eligible members of a household are all unemancipated minors and the only adult is an ineligible alien, the ineligible alien may make application as head of the household on behalf of the eligible minors. However, if there is any other eligible adult or emancipated minor in the household, even though they would not normally be considered the household head, that eligible person must take application as the head of household. Ineligible aliens applying as head of household will be responsible for any misrepresentation or fraud committed in the certification of the household.

2332 Zero Purchase Households

Households may be authorized coupons at no cost when the food stamp income places them, considering their household size, in the lowest financial bracket. Households qualify for no purchase requirement as a result of either little or no reported income or high deductible expenses.

2332.1 Households Reporting No Income

Prior to determining the eligibility of households whose reported income places them at the zero purchase level without consideration of deductible expenses, the EW must, through in-depth interviewing techniques, determine how the household maintains its existence, how long it has managed to exist in this fashion, and the potential period that the household can continue to exist. Such factors as how shelter is provided, how medical needs are met and how the household meets other ongoing needs can provide a solid base upon which the EW can base a final decision. Such questions can also reveal the existence of other income not reported on the application. Here too, the existence of resources must be determined, if it appears that the household could not exist at the level of income reported. These households shall be certified for periods not to exceed 1 month, except for such households whose conditions or resources are sufficient to sustain them for a longer period of time. In any event, the certification period shall not exceed 3 months.

*

2332.2 Households with High Deductions

Households whose appropriate deductions result in placing the household at the zero purchase level may not require as much in-depth interviewing concerning their ability to exist as a cohesive functioning household. However, the EW should explore all sources of potential income and resources. In addition, verification of stated deductible items may be revealing. It is possible that amounts used for adjustment may be owed, but are not being paid. Further, intensive interviewing could reveal the existence of sizeable amounts of resources used to supplement income. The EW should determine if the stated household expenses exceed the stated income. When this occurs, additional action is appropriate prior to determining eligibility. Households in this category shall be certified for a period of 1 month. However, if, after several months, it is determined that such household can continue to exist as a viable functioning economic unit, and circumstances remain stable, the household may be certified for periods not to exceed 3 months.

2332.3 Certification Pending Verification

Households who are eligible at a zero purchase level and who are in immediate need of food assistance, may be certified for up to 1 month pending verification under procedures in 2313.

2332.4 Additional Verification Procedures

In order to reduce error rates and eliminate inequities to zero purchase households, each such household participating at the zero purchase level for 3 consecutive months must be made the subject of a full field investigation, including a home visit, to substantiate continuing eligibility and participation. The report of the investigation and conclusions derived from that report are to be filed in the household case file.

This requirement is to be an ongoing program, and a new field investigation must be accomplished after each 3 months of participation; unless, after several months' experience with such household, the certifying agency may, based on factual data, dispense with the field visit if it is determined that the household can sustain itself as a stable viable economic unit for the foreseeable future. The household case file shall be annotated with the information used to make such a determination.

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The Commonwealth of Massachusetts
Department of Public Welfare
600 Washington Street, Boston 02111

ALEXANDER E. SHARP
COMMISSIONER

State Letter 339T
September 3, 1976

TO: DEPARTMENT STAFF

FROM: ALEXANDER E. SHARP, COMMISSIONER

BY: STEVE KANE, ASSISTANT COMMISSIONER FOR ASSISTANCE PAYMENTS

RE: REPLACEMENT OF ATP'S - FOOD STAMP PROGRAM

This letter transmits supplements for the Food Stamp Program Certification Handbook relative to the replacement of ATP's in the original or corrected amounts to PA and NPA households.

This material must be placed behind Supplement VII of the Food Stamp Program Certification Handbook and is effective September 7, 1976.

ATTACHMENTS - FSR-1 Statement of Loss (Rev. 9/76)
FSR-6 Request for Correction or Exchange of ATP (Rev. 9/76)

NEW AND REVISED MATERIAL

Food Stamp Program Certification Handbook

Supplement VIII, Pages 1, 2, 3, and 4

Supplement IX, Pages 1, 2, and 3

OBSOLETE MATERIAL

State Letter 339T

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF PUBLIC ASSISTANCE
FOOD STAMP PROGRAM

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT VIII

REPLACEMENT OF ATP'S IN ORIGINAL AMOUNTS

A. General Information

PA and NPA recipients can have their ATP's replaced in original amounts for the current month for a reason described in "B" below.

The Department will inform all recipients about the availability of these procedures.

B. Conditions of Entitlement for Non-emergency Replacements

1. The original ATP was lost or never received.
2. The original ATP was stolen.
3. The original ATP was so mutilated as to be unusable.
4. The recipient must report the loss in the month in which it occurred. If time does not permit a replacement, a forward adjustment shall be used.
5. The recipient must sign a Statement of Loss form (FSR-1) where he attests that the information that he gives is correct and true. (Intentional cashing of both the original and replacement ATP's may constitute fraud, for which the recipient may be criminally prosecuted.)

C. Procedures For Non-emergency Replacements

1. If a recipient reports that his ATP has been stolen, he is to be informed that he should notify the police.
2. If a recipient reports an undelivered ATP, the Eligibility Worker will check the ATP Issuance Reports (FSP-026 and FSP-027) to be sure the ATP was issued, and then allow two extra days beyond mail delivery date for possible mail service delays. (If the ATP was never issued, the Eligibility Worker will take appropriate corrective action.)
3. If a recipient reports a mutilated ATP, the Eligibility Worker will mark VOID on the ATP and attach it to the FSR-1, check the box beside "Have a Mutilated" on the FSR-1 and also check whether it is "Both Parts" (the whole ATP) or "One Part" (one-half the ATP).

4. The Eligibility Worker must have the recipient fill out the Statement of Loss form (FSR-1). He shall explain to the recipient that the FSR-1 must be signed and witnessed, and that the recipient is attesting to the fact that the ATP was not cashed by the recipient (or on behalf of the recipient) and if he receives or recovers the original ATP, he will return the ATP to the WSO.
5. The Eligibility Worker must complete the bottom section of the FSR-1. The ATP Issuance Reports (FSP-026 and FSP-027) should be consulted to supply the necessary data for completing the FSR-1.
6. The FSR-1 should be completed in triplicate with the original going to the RDCU, the first copy in case folder, and the second copy to the recipient.
7. Special attention must be given the boxes Both Parts and One Part. "Both Parts" should be checked only if the recipient is missing both parts of the ATP. In the event one part was used and the other subsequently lost or stolen, then "One Part" should be checked for the issuance of an ATP that provides the balance of benefits due the recipient. Be careful to designate the corresponding replacement code either "R" for replacement of "Both Parts" of the ATP or "H" for replacement of "One Part".
8. The ATP number must be entered in the appropriate block on the FSR-1. This number is obtained from the ATP Issuance Reports (FSP-026 and FSP-027).
9. When a replacement ATP is lost, stolen or not received, replacing the replacement ATP involves using another FSR-1 and using the REPLACED ATP number, not the original ATP number. If there is no time to replace a replacement then benefits will be restored by a forward adjustment.
10. FSR-1 forms are processed by the computer for replacement of ATP's on a daily basis, so it is important that they be completed quickly to ensure reasonable replacement time. The normal process period for replacement of ATP's in original amounts from the time the recipient signs the FSR-1 to the time the replacement is mailed will be about five working days. Since ATP's are only good for a calendar month, any FSR-1 submitted to the RDCU after cutoff day for the same month's issuance of ATP's will not be processed.
11. The WSO Fiscal Clerks will batch the FSR-1 forms separate from regular SS9A and SS9F forms and mark the batch "Priority Handling" for transmittal to the RDCU.
12. In situations where the Eligibility Worker has sound reason to doubt the validity of the claim, as in instances of recurring reports of lost ATP's the matter should be referred to the WSO Director or his designee for a decision on replacing the ATP.

D. Conditions of Entitlement for Emergency Over-the-Counter Replacements

Dire need zero purchase households with no income and little or no resources whose original ATP was lost, stolen or mutilated and are not able to wait for the completion of non-emergency procedures for replacement of ATP's in original amounts are entitled to use the Emergency Over-the-Counter procedures.

E. Procedures for Emergency Over-the-Counter Replacements

1. Each WSO and ATP Issuance Office must designate individuals and back-up for handling the Over-the-Counter Issuance procedures.
2. The steps outlined in C 1 through 12 of this Supplement are to be used in filling out the FSR-1 with the following exceptions:
 - a. If the replacement is for a mutilated ATP, the Eligibility Worker will mark "VOID REPLACED BY OVER-THE-COUNTER ATP" on the original ATP and send it to the RDCU.
 - b. If an Over-the-Counter issued ATP is being replaced, the Eligibility Worker will write "Over-the-Counter" in the block "ATP NO." of the FSR-1.
 - c. The Eligibility Worker will write on the FSR-1 "Over-the-Counter Issued ATP purchase requirement () for coupon allotment () on date ()" and designate the client's requested method of delivery (client pick up at Issuance Office, mail the same day, or courier service if available and useful).
 - d. The FSR-1 for Over-the-Counter issued ATP's will be completed in triplicate, with the original to the WSO designee, a copy to the recipient, and a copy to the case folder.
3. The Eligibility Worker will determine eligibility for use of this procedure.
4. The WSO designee will immediately contact the ATP Issuance Office and transmit the information from the FSR-1 so that an Over-the-Counter ATP can be created the same day. The designee will note on the FSR-1 that the information was transmitted and return the FSR-1 to the case record. (For Over-the-Counter Issued ATP's the FSR-1 will NOT be sent to the RDCU.)
5. The ATP Issuance Office designee will create the ATP and record the transaction on an ATP register.
6. The Issuance Office will establish a time cut-off, not before 3 P.M., for these procedures to allow for completion of the ATP document.
7. If the recipient or his representative does not pick up the ATP at the Issuance Office prior to the latest available mail pick-up in the particular community and courier service is not used, the Issuance Office designee will insure that the ATP will be placed in that day's mail.

F. Potential Overutilization

The redeeming for food coupons of both the original and replacement ATP's will appear in the Overutilization Report (FSP-248) that is distributed to Regional Offices. When overutilization occurs, then a Claim Determination must be initiated as prescribed in Supplement V of the Food Stamp Certification Handbook.

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF PUBLIC ASSISTANCE
FOOD STAMP PROGRAM

FOOD STAMP PROGRAM CERTIFICATION HANDBOOK
SUPPLEMENT IX

REPLACEMENT OF INCORRECT ATP'S IN CORRECTED AMOUNTS

A. General Information

PA and NPA recipients can under circumstances described in B have their ATP's replaced in corrected amounts to which the recipients are entitled by returning their whole month's ATP and having it reissued in corrected amounts. This procedure may be used instead of crediting them with a cash refund or forward adjustment or both, or requiring a claim determination in the case of overparticipation.

The Department will inform all recipients about the availability of these procedures.

B. Conditions of Entitlement for Non-emergency Replacements

1. Agency Delay - According to paragraph 2404.2 of the Food Stamp Program Certification Handbook, the Eligibility Worker must make recipient initiated changes effective for not later than the first issuance period following ten (10) days from the date notification was received. Failure of the Department to meet that minimum requirement will entitle the household to select this procedure for replacement of ATP's in corrected amounts.
2. Agency Error - An incorrect coupon allotment or purchase requirement due to agency error other than B.1. above will entitle the household to select the above procedure for replacement of ATP's in corrected amounts.

C. Procedures for Non-emergency Replacements

1. The household must surrender both parts of the ATP originally issued for the current month and sign a Request for Correction or Exchange of ATP (FSR-6) at the WSO.
2. The household must request a replacement in corrected amounts no later than the 15th of the month. Exception: Households that receive their first ATP after the regular monthly mailing will have their request accepted as long as there is time to process and reissue the ATP so it can be used in the same month.
3. The Department shall process all cases for corrected ATP's on a priority basis to ensure receipt of a corrected ATP in the shortest feasible time. The normal processing period for replacement of ATP's in corrected amounts from the time the recipient signs the FSR-6 to the time the replacement ATP is mailed will be about five (5) working days.

4. To complete a Request for Correction or Exchange of ATP form (FSR-6) the Eligibility Worker must:
 - a. Obtain the complete incorrect ATP from the recipient and write "VOID" on it and attach it to the FSR-6.
 - b. Determine the amount of forward adjustment deducted, if any, (If none go to "c" below.) from the original ATP by reviewing the ATP Issuance Reports (FSP-026 and FSP-027). The FSR-6 with the corrected amounts will have the forward adjustment deducted by the computer up to the amount of the corrected purchase requirement. Any excess forward adjustment would have to be resubmitted by the Eligibility Worker to the RDCU by means of an SS9F form.
 - c. Complete Form FSR-6 in triplicate, explain the form to the recipient and instruct the recipient to read and sign the form.
 - d. Witness the recipient's signature on the FSR-6, and complete the computer entry portion of the form.
 - e. The original FSR-6 with the attached voided ATP must be sent to the RDCU, first copy to recipient, second copy to case folder.
 - f. Transmit the FSR-6 form with the voided incorrect ATP to the RDCU in a batch marked "Priority Handling".

D. Conditions of Entitlement for Emergency Over-the-Counter Replacements

1. Dire need households with no income and little or no resources who can not wait for the completion of the general processing procedures for replacement of ATP's in amounts corrected to zero purchase are entitled to Over-the-Counter replacement of their ATP's when their ATP's are incorrect because of Agency Delay or Agency Error.
2. Also entitled are households which have a change in circumstances that makes them eligible for a zero purchase ATP in the month of request.

E. Procedures for Emergency Over-the-Counter Replacements

1. Each WSO and ATP Issuance Office must designate individuals and back-ups for handling Over-the-Counter issuance of ATP's.
2. The steps outlined in C 1 through 4 of this supplement are to be used in filling out the FSR-6 with the following exceptions:
 - a. The household can request a replacement in amounts corrected to zero purchase at any time during the month.
 - b. The Eligibility Worker will mark "VOID REPLACED BY OVER-THE-COUNTER ISSUED ATP" on the original ATP and send it to the RDCU.
 - c. Any forward adjustment deducted from the original ATP will have to be resubmitted to the RDCU by means of an SS9F form.

- d. The Eligibility Worker will write on the FSR-6 "Over-the-Counter Issued ATP purchase requirement () for coupon allotment () on date ()" and designate the client's requested method of delivery (client pick up at Issuance Office, mail the same day, or courier service if available and useful).
 - e. The FSR-6 for Over-the-Counter issued ATP's will be completed in triplicate, with the original to the WSO designee, a copy to the recipient and a copy to the case folder.
3. The Eligibility Worker will determine eligibility for use of this procedure as well as the corrected purchase requirement and coupon allotment.
 4. The Eligibility Worker will complete the SS9F (and SS9A if needed) to correct the next month's ATP issuance. The SS9F remarks section shall include the notation "Over-the-Counter Corrected ATP issued".
 5. The Eligibility Worker will forward the SS9F and a copy of the FSR-6 to the WSO designee.
 6. The WSO designee will immediately contact the ATP Issuance Office and transmit the information from the FSR-6 so that an Over-the-Counter ATP can be created the same day. The designee will note on the FSR-6 that the information was transmitted and return the FSR-6 to the case record. (For Over-the-Counter Issued ATP's the FSR-6 will not be sent to the RDCU.) The SS9F will be given to the Fiscal Control Clerk.
 7. The local WSO Fiscal Clerk will batch the SS9Fs separately from Non-Over-the-Counter computer entry documents and forward to the RDCU no later than the next working day.
 8. The ATP Issuance Office will create the ATP and record the transaction on an ATP register.
 9. The Issuance Office will establish a time cut-off, not before 3 P.M., for these procedures to allow for completion of the ATP document.
 10. If the recipient or his representative does not pick up the ATP at the Issuance Office prior to the latest available mail pick-up in the particular community and courier service is not used, the Issuance Office designee will insure that the ATP will be placed in that day's mail.

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
FOOD STAMP OFFICE

STATEMENT OF LOSS
SECOND ISSUANCE OF AUTHORIZATION TO PURCHASE

I, _____,
(NAME) (ADDRESS)

_____, Massachusetts, hereby notify the
(CITY OR TOWN)

Department of Public Welfare that I:

(Check One)

(Check One)

☐ Did not receive

☐ Both Parts

☐ Lost

☐ One Part

☐ Had Stolen

☐ Have a Mutilated

Food Stamp Authorization to Purchase issued for the month of _____.

I request that the Department issue a replacement ATP to me. If I receive or recover the original ATP, I will not cash it but will return it to the Department. I certify under penalty of perjury that the information I have given in this statement is correct and true.

I understand that in making this request for a replacement ATP that I will be liable for prosecution for fraud in the event that I cash both the original and the replacement Authorization to Purchase Food Stamps.

SIGNATURE OF WITNESS

SIGNATURE - HEAD OF HOUSEHOLD

TITLE OF WITNESS

DATE OF SIGNATURES

3 ENTRY DATE MM DD YY	4 REGION	5 WBO	6 CATEGORY (circle one)			7 SOCIAL SECURITY NO.
			0 CRP	1 LR	8 MA-UNDER 21	
			1 SSI-A	2 MA-OAA	9 FS ONLY	
			2 AFDC	3 MA-AFDC		
			3 SSI-D	4 MA-DA		
8 TYPE ENTRY	REPLACEMENT CODE		ATP NO.		RDCU ONLY	
V REPLACE	R - 2 ATP's H - 1 ATP					

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WELFARE
FOOD STAMP OFFICE

REQUEST FOR CORRECTION OR EXCHANGE OF ATP
SECOND ISSUANCE OF AUTHORIZATIONS TO PURCHASE

_____, _____
NAME OF HEAD OF HOUSEHOLD ADDRESS

_____, MASSACHUSETTS, _____
CITY OR TOWN ZIP CODE

1. ☐ REQUEST FOR EXCHANGE OF ATP FROM A FULL VALUE SINGLE ISSUE TO TWO-ATP ISSUE, EACH OF WHICH IS AT HALF VALUE.
2. ☐ REQUEST FOR A REPLACEMENT ISSUANCE OF AN INCORRECT ATP

I HEREBY REQUEST THE DEPARTMENT OF PUBLIC WELFARE TO REISSUE MY FOOD STAMP AUTHORIZATION TO PURCHASE [ATP] FOR THE MONTH OF _____, FOR THE ABOVE NOTED REASON. I HEREBY SURRENDER THE ATP ORIGINALLY ISSUED FOR THIS MONTH.

SIGNATURE OF WITNESS

SIGNATURE - HEAD OF HOUSEHOLD

TITLE OF WITNESS

DATE OF SIGNATURES

3 ENTRY DATE MM DD YY	4 REGION	5 WSO	6 CATEGORY (CIRCLE ONE) 0 CRP 4 GR 8 MA-UNDER 21 1 SSI-A 5 MA-OAA 9 FS ONLY 2 AFDC 6 MA-AFDC 3 SSI-D 7 MA-DA			7 SOCIAL SECURITY NO. 			
8 TYPE ENTRY (CIRCLE) T CHANGE	11 HOUSE-HOLD SIZE 		12 ADJUST NET INCOME 		13 COUPON ALLOTMENT 		14 PURCH REQMT 		15 ATP QUANTITY (CIRCLE) 4 CHANGE TO TWO-PART
23 TYPE ENTRY (CIRCLE) V (REPLACE)	24 REPLACEMENT CODE (CIRCLE ONE) E - ISSUE CORRECTED ATP Q - REISSUE AS 2-PART ATP				25 RETURNED ATP NO. 				RDCU ONLY



The Commonwealth of Massachusetts
Department of Public Welfare
600 Washington Street, Boston 02111

ALEXANDER E. SHARP, II
COMMISSIONER

December 29, 1975

TO: HOLDERS OF THE FOOD STAMP CERTIFICATION HANDBOOK

FROM: SUMNER J. HOISINGTON, ASSISTANT COMMISSIONER, ASSISTANCE PAYMENTS

BY: PAUL J. PROVENCHER, FOOD STAMP PROGRAM DIRECTOR

RE: EXHIBIT A, FOOD STAMP CERTIFICATION HANDBOOK

Attached please find the revised complete tables of the semi-annual changes in Food Stamp eligibility and issuance standards as promulgated by the United States Department of Agriculture.

These tables were referred to in State Letter 339M on December 19, 1975, and become the replacement pages to the Food Stamp Certification Handbook, Exhibit A.

The old pages, dated July 1, 1975, must be retained for use in computing restoration of lost benefits.

OLD PAGES FOLLOW

SJH:PJP:mt
ATTACHMENT

Maximum Allowable Monthly Net Food Stamp
Income Standards--48 States and the
District of Columbia

<u>Household Size</u>	<u>Maximum Allowable Income</u>	<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	194 ^{1/}	11	1105
2	280	12	1178
3	406	13	1251
4	513	14	1324
5	606	15	1397
6	700	16	1470
7	793	17	1543
8	886	18	1616
9	959	19	1689
10	1032	20	1762
<u>1/</u> Poverty Index		Each Add'l Member +73	

NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
One-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$46.00</u>	<u>\$35.00</u>	<u>\$23.00</u>	<u>\$12.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	1.00	0.75	0.50	0.25
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	6.00	4.50	3.00	1.50
50 - 59.99	8.00	6.00	4.00	2.00
60 - 69.99	10.00	7.50	5.00	2.50
70 - 79.99	12.00	9.00	6.00	3.00
80 - 89.99	14.00	10.50	7.00	3.50
90 - 99.99	16.00	12.00	8.00	4.00
100 - 109.99	18.00	13.50	9.00	4.50
110 - 119.99	21.00	15.75	10.50	5.25
120 - 129.99	24.00	18.00	12.00	6.00
130 - 139.99	27.00	20.25	13.50	6.75
140 - 149.99	30.00	22.50	15.00	7.50
150 - 159.99	33.00	24.75	16.50	8.25
160 - 179.99	36.00	27.00	18.00	9.00
180 and up	36.00	27.00	18.00	9.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Two-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
. Total Coupon Allotment	\$ 84.00	\$ 63.00	\$ 42.00	\$ 21.00

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	1.00	0.75	0.50	0.25
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	7.00	5.25	3.50	1.75
50 - 59.99	10.00	7.50	5.00	2.50
60 - 69.99	12.00	9.00	6.00	3.00
70 - 79.99	15.00	11.25	7.50	3.75
80 - 89.99	18.00	13.50	9.00	4.50
90 - 99.99	21.00	15.75	10.50	5.25
100 - 109.99	23.00	17.25	11.50	5.75
110 - 119.99	26.00	19.50	13.00	6.50
120 - 129.99	29.00	21.75	14.50	7.25
130 - 139.99	32.00	24.00	16.00	8.00
140 - 149.99	35.00	26.25	17.50	8.75
150 - 169.99	38.00	28.50	19.00	9.50
170 - 189.99	44.00	33.00	22.00	11.00
190 - 209.99	50.00	37.50	25.00	12.50
210 - 229.99	56.00	42.00	28.00	14.00
230 - 249.99	62.00	46.50	31.00	15.50
250 - 269.99	64.00	48.00	32.00	16.00
270 and up	64.00	48.00	32.00	16.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Three-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three-Quarter-Monthly</u>	<u>Semi-Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$122.00</u>	<u>\$ 92.00</u>	<u>\$ 61.00</u>	<u>\$ 31.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three-Quarter-Monthly</u>	<u>Semi-Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	7.00	5.25	3.50	1.75
50 - 59.99	10.00	7.50	5.00	2.50
60 - 69.99	13.00	9.75	6.50	3.25
70 - 79.99	16.00	12.00	8.00	4.00
80 - 89.99	19.00	14.25	9.50	4.75
90 - 99.99	21.00	15.75	10.50	5.25
100 - 109.99	24.00	18.00	12.00	6.00
110 - 119.99	27.00	20.25	13.50	6.75
120 - 129.99	30.00	22.50	15.00	7.50
130 - 139.99	33.00	24.75	16.50	8.25
140 - 149.99	36.00	27.00	18.00	9.00
150 - 169.99	40.00	30.00	20.00	10.00
170 - 189.99	46.00	34.50	23.00	11.50
190 - 209.99	52.00	39.00	26.00	13.00
210 - 229.99	58.00	43.50	29.00	14.50
230 - 249.99	64.00	48.00	32.00	16.00
250 - 269.99	70.00	52.50	35.00	17.50
270 - 289.99	76.00	57.00	38.00	19.00
290 - 309.99	82.00	61.50	41.00	20.50
310 - 329.99	88.00	66.00	44.00	22.00
330 - 359.99	94.00	70.50	47.00	23.50
360 - 389.99	100.00	75.00	50.00	25.00
390 and up	104.00	78.00	52.00	26.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Four-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$154.00</u>	<u>\$116.00</u>	<u>\$ 77.00</u>	<u>\$ 39.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	4.00	3.00	2.00	1.00
40 - 49.99	7.00	5.25	3.50	1.75
50 - 59.99	10.00	7.50	5.00	2.50
60 - 69.99	13.00	9.75	6.50	3.25
70 - 79.99	16.00	12.00	8.00	4.00
80 - 89.99	19.00	14.25	9.50	4.75
90 - 99.99	22.00	16.50	11.00	5.50
100 - 109.99	25.00	18.75	12.50	6.25
110 - 119.99	28.00	21.00	14.00	7.00
120 - 129.99	31.00	23.25	15.50	7.75
130 - 139.99	34.00	25.50	17.00	8.50
140 - 149.99	37.00	27.75	18.50	9.25
150 - 169.99	41.00	30.75	20.50	10.25
170 - 189.99	47.00	35.25	23.50	11.75
190 - 209.99	53.00	39.75	26.50	13.25
210 - 229.99	59.00	44.25	29.50	14.75
230 - 249.99	65.00	48.75	32.50	16.25
250 - 269.99	71.00	53.25	35.50	17.75
270 - 289.99	77.00	57.75	38.50	19.25
290 - 309.99	83.00	62.25	41.50	20.75
310 - 329.99	89.00	66.75	44.50	22.25
330 - 359.99	95.00	71.25	47.50	23.75
360 - 389.99	104.00	78.00	52.00	26.00
390 - 419.99	113.00	84.75	56.50	28.25
420 - 449.99	122.00	91.50	61.00	30.50
450 - 479.99	130.00	97.50	65.00	32.50
480 - 509.99	130.00	97.50	65.00	32.50
510 and up	130.00	97.50	65.00	32.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Five-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$182.00</u>	<u>\$137.00</u>	<u>\$ 91.00</u>	<u>\$ 46.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	11.00	8.25	5.50	2.75
60 - 69.99	14.00	10.50	7.00	3.50
70 - 79.99	17.00	12.75	8.50	4.25
80 - 89.99	20.00	15.00	10.00	5.00
90 - 99.99	23.00	17.25	11.50	5.75
100 - 109.99	26.00	19.50	13.00	6.50
110 - 119.99	29.00	21.75	14.50	7.25
120 - 129.99	33.00	24.75	16.50	8.25
130 - 139.99	36.00	27.00	18.00	9.00
140 - 149.99	39.00	29.25	19.50	9.75
150 - 169.99	42.00	31.50	21.00	10.50
170 - 189.99	48.00	36.00	24.00	12.00
190 - 209.99	54.00	40.50	27.00	13.50
210 - 229.99	60.00	45.00	30.00	15.00
230 - 249.99	66.00	49.50	33.00	16.50
250 - 269.99	72.00	54.00	36.00	18.00
270 - 289.99	78.00	58.50	39.00	19.50
290 - 309.99	84.00	63.00	42.00	21.00
310 - 329.99	90.00	67.50	45.00	22.50
330 - 359.99	96.00	72.00	48.00	24.00
360 - 389.99	105.00	78.75	52.50	26.25
390 - 419.99	114.00	85.50	57.00	28.50
420 - 449.99	123.00	92.25	61.50	30.75
450 - 479.99	132.00	99.00	66.00	33.00
480 - 509.99	141.00	105.75	70.50	35.25
510 - 539.99	150.00	112.50	75.00	37.50
540 - 569.99	154.00	115.50	77.00	38.50
570 - 599.99	154.00	115.50	77.00	38.50
600 and up	154.00	115.50	77.00	38.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Six-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$210.00</u>	<u>\$158.00</u>	<u>\$105.00</u>	<u>\$ 53.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	11.00	8.25	5.50	2.75
60 - 69.99	14.00	10.50	7.00	3.50
70 - 79.99	17.00	12.75	8.50	4.25
80 - 89.99	21.00	15.75	10.50	5.25
90 - 99.99	24.00	18.00	12.00	6.00
100 - 109.99	27.00	20.25	13.50	6.75
110 - 119.99	31.00	23.25	15.50	7.75
120 - 129.99	34.00	25.50	17.00	8.50
130 - 139.99	37.00	27.75	18.50	9.25
140 - 149.99	40.00	30.00	20.00	10.00
150 - 169.99	43.00	32.25	21.50	10.75
170 - 189.99	49.00	36.75	24.50	12.25
190 - 209.99	55.00	41.25	27.50	13.75
210 - 229.99	61.00	45.75	30.50	15.25
230 - 249.99	67.00	50.25	33.50	16.75
250 - 269.99	73.00	54.75	36.50	18.25
270 - 289.99	79.00	59.25	39.50	19.75
290 - 309.99	85.00	63.75	42.50	21.25
310 - 329.99	91.00	68.25	45.50	22.75
330 - 359.99	97.00	72.75	48.50	24.25
360 - 389.99	106.00	79.50	53.00	26.50
390 - 419.99	115.00	86.25	57.50	28.75
420 - 449.99	124.00	93.00	62.00	31.00
450 - 479.99	133.00	99.75	66.50	33.25
480 - 509.99	142.00	106.50	71.00	35.50
510 - 539.99	151.00	113.25	75.50	37.75

FOOD STAMP PROGRAM
 NET INCOME BASIS OF COUPON ISSUANCE
 48 States and District of Columbia
 Six-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$210.00</u>	<u>\$158.00</u>	<u>\$105.00</u>	<u>\$ 53.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	160.00	120.00	80.00	40.00
570 - 599.99	169.00	126.75	84.50	42.25
600 - 629.99	178.00	133.50	89.00	44.50
630 - 659.99	178.00	133.50	89.00	44.50
660 - 689.99	178.00	133.50	89.00	44.50
690 and up	178.00	133.50	89.00	44.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seven-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$238.00</u>	<u>\$179.00</u>	<u>\$119.00</u>	<u>\$ 60.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	15.00	11.25	7.50	3.75
70 - 79.99	18.00	13.50	9.00	4.50
80 - 89.99	21.00	15.75	10.50	5.25
90 - 99.99	25.00	18.75	12.50	6.25
100 - 109.99	28.00	21.00	14.00	7.00
110 - 119.99	32.00	24.00	16.00	8.00
120 - 129.99	35.00	26.25	17.50	8.75
130 - 139.99	38.00	28.50	19.00	9.50
140 - 149.99	41.00	30.75	20.50	10.25
150 - 169.99	44.00	33.00	22.00	11.00
170 - 189.99	50.00	37.50	25.00	12.50
190 - 209.99	56.00	42.00	28.00	14.00
210 - 229.99	62.00	46.50	31.00	15.50
230 - 249.99	68.00	51.00	34.00	17.00
250 - 269.99	74.00	55.50	37.00	18.50
270 - 289.99	80.00	60.00	40.00	20.00
290 - 309.99	86.00	64.50	43.00	21.50
310 - 329.99	92.00	69.00	46.00	23.00
330 - 359.99	98.00	73.50	49.00	24.50
360 - 389.99	107.00	80.25	53.50	26.75
390 - 419.99	116.00	87.00	58.00	29.00
420 - 449.99	125.00	93.75	62.50	31.25
450 - 479.99	134.00	100.50	67.00	33.50
480 - 509.99	143.00	107.25	71.50	35.75
510 - 539.99	152.00	114.00	76.00	38.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seven-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$238.00</u>	<u>\$179.00</u>	<u>\$119.00</u>	<u>\$ 60.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	161.00	120.75	80.50	40.25
570 - 599.99	170.00	127.50	85.00	42.50
600 - 629.99	179.00	134.25	89.50	44.75
630 - 659.99	188.00	141.00	94.00	47.00
660 - 689.99	197.00	147.75	98.50	49.25
690 - 719.99	202.00	151.50	101.00	50.50
720 - 749.99	202.00	151.50	101.00	50.50
750 - 779.99	202.00	151.50	101.00	50.50
780 and up	202.00	151.50	101.00	50.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eight-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$266.00</u>	<u>\$200.00</u>	<u>\$133.00</u>	<u>\$ 67.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eight-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$266.00</u>	<u>\$200.00</u>	<u>\$133.00</u>	<u>\$ 67.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	226.00	169.50	113.00	56.50
810 - 839.99	226.00	169.50	113.00	56.50
840 - 869.99	226.00	169.50	113.00	56.50
870 and up	226.00	169.50	113.00	56.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nine-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$288.00</u>	<u>\$216.00</u>	<u>\$144.00</u>	<u>\$ 72.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nine-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$288.00</u>	<u>\$216.00</u>	<u>\$144.00</u>	<u>\$ 72.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	244.00	183.00	122.00	61.00
870 - 899.99	244.00	183.00	122.00	61.00
900 - 929.99	244.00	183.00	122.00	61.00
930 and up	244.00	183.00	122.00	61.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Ten-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$310.00</u>	<u>\$233.00</u>	<u>\$155.00</u>	<u>\$ 78.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Ten-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$310.00</u>	<u>\$233.00</u>	<u>\$155.00</u>	<u>\$ 78.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	262.00	196.50	131.00	65.50
930 - 959.99	262.00	196.50	131.00	65.50
960 - 989.99	262.00	196.50	131.00	65.50
990 - 1019.99	262.00	196.50	131.00	65.50
1020 and up	262.00	196.50	131.00	65.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eleven-Person Household

January 1, 1975.

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$332.00</u>	<u>\$249.00</u>	<u>\$166.00</u>	<u>\$ 83.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eleven-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$332.00</u>	<u>\$249.00</u>	<u>\$166.00</u>	<u>\$ 83.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	280.00	210.00	140.00	70.00
990 - 1019.99	280.00	210.00	140.00	70.00
1020 - 1049.99	280.00	210.00	140.00	70.00
1050 - 1079.99	280.00	210.00	140.00	70.00
1080 and up	280.00	210.00	140.00	70.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twelve-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$354.00</u>	<u>\$266.00</u>	<u>\$177.00</u>	<u>\$ 89.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twelve-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$354.00</u>	<u>\$266.00</u>	<u>\$177.00</u>	<u>\$ 89.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 859.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	298.00	223.50	149.00	74.50
1050 - 1079.99	298.00	223.50	149.00	74.50
1080 - 1109.99	298.00	223.50	149.00	74.50
1110 - 1139.99	298.00	223.50	149.00	74.50
1140 - 1169.99	298.00	223.50	149.00	74.50
1170 and up	298.00	223.50	149.00	74.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Thirteen-Person Household

January 1, 1975.

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$376.00</u>	<u>\$282.00</u>	<u>\$188.00</u>	<u>\$ 94.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
 NET INCOME BASIS OF COUPON ISSUANCE
 48 States and District of Columbia
Thirteen-Person Household
 January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$376.00</u>	<u>\$282.00</u>	<u>\$188.00</u>	<u>\$ 94.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	316.00	237.00	158.00	79.00
1110 - 1139.99	316.00	237.00	158.00	79.00
1140 - 1169.99	316.00	237.00	158.00	79.00
1170 - 1199.99	316.00	237.00	158.00	79.00
1200 - 1229.99	316.00	237.00	158.00	79.00
1230 and up	316.00	237.00	158.00	79.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fourteen-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$398.00</u>	<u>\$299.00</u>	<u>\$199.00</u>	<u>\$100.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fourteen-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$398.00</u>	<u>\$299.00</u>	<u>\$199.00</u>	<u>\$100.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	334.00	250.50	167.00	83.50
1170 - 1199.99	334.00	250.50	167.00	83.50
1200 - 1229.99	334.00	250.50	167.00	83.50
1230 - 1259.99	334.00	250.50	167.00	83.50
1260 - 1289.99	334.00	250.50	167.00	83.50
1290 - 1319.99	334.00	250.50	167.00	83.50
1320 and up				

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fifteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$420.00</u>	<u>\$315.00</u>	<u>\$210.00</u>	<u>\$105.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Fifteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$420.00</u>	<u>\$315.00</u>	<u>\$210.00</u>	<u>\$105.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	352.00	264.00	176.00	88.00
1230 - 1259.99	352.00	264.00	176.00	88.00
1260 - 1289.99	352.00	264.00	176.00	88.00
1290 - 1319.99	352.00	264.00	176.00	88.00
1320 - 1349.99	352.00	264.00	176.00	88.00
1350 - 1379.99	352.00	264.00	176.00	88.00
1380 and up	352.00	264.00	176.00	88.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Sixteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$442.00</u>	<u>\$332.00</u>	<u>\$221.00</u>	<u>\$111.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Sixteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$442.00</u>	<u>\$332.00</u>	<u>\$221.00</u>	<u>\$111.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	370.00	277.50	185.00	92.50
1290 - 1319.99	370.00	277.50	185.00	92.50
1320 - 1349.99	370.00	277.50	185.00	92.50
1350 - 1379.99	370.00	277.50	185.00	92.50
1380 - 1409.99	370.00	277.50	185.00	92.50
1410 - 1439.99	370.00	277.50	185.00	92.50
1440 - 1469.99	370.00	277.50	185.00	92.50
1470 and up	370.00	277.50	185.00	92.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seventeen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$464.00</u>	<u>\$348.00</u>	<u>\$232.00</u>	<u>\$116.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Seventeen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$464.00</u>	<u>\$348.00</u>	<u>\$232.00</u>	<u>\$116.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	388.00	291.00	194.00	97.00
1350 - 1379.99	388.00	291.00	194.00	97.00
1380 - 1409.99	388.00	291.00	194.00	97.00
1410 - 1439.99	388.00	291.00	194.00	97.00
1440 - 1469.99	388.00	291.00	194.00	97.00
1470 - 1499.99	388.00	291.00	194.00	97.00
1500 - 1529.99	388.00	291.00	194.00	97.00
1530 and up	388.00	291.00	194.00	97.00

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eighteen-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$486.00</u>	<u>\$365.00</u>	<u>\$243.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Eighteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$486.00</u>	<u>\$365.00</u>	<u>\$243.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	406.00	304.50	203.00	101.50
1410 - 1439.99	406.00	304.50	203.00	101.50

FOOD STAMP PROGRAM
 NET INCOME BASIS OF COUPON ISSUANCE
 48 States and District of Columbia
Eighteen-Person Household
 January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
• Total Coupon Allotment	<u>\$485.00</u>	<u>\$365.00</u>	<u>\$243.00</u>	<u>\$122.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$1440 - 1469.99	406.00	304.50	203.00	101.50
1470 - 1499.99	406.00	304.50	203.00	101.50
1500 - 1529.99	406.00	304.50	203.00	101.50
1530 - 1559.99	406.00	304.50	203.00	101.50
1560 - 1589.99	406.00	304.50	203.00	101.50
1590 and up	406.00	304.50	203.00	101.50

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nineteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$508.00</u>	<u>\$381.00</u>	<u>\$254.00</u>	<u>\$127.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Nineteen-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$508.00</u>	<u>\$381.00</u>	<u>\$254.00</u>	<u>\$127.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
 NET INCOME BASIS OF COUPON ISSUANCE
 48 States and District of Columbia
Twenty-Person Household
 January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$530.00</u>	<u>\$398.00</u>	<u>\$265.00</u>	<u>\$133.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 0 - 19.99	0.00	0.00	0.00	0.00
20 - 29.99	0.00	0.00	0.00	0.00
30 - 39.99	5.00	3.75	2.50	1.25
40 - 49.99	8.00	6.00	4.00	2.00
50 - 59.99	12.00	9.00	6.00	3.00
60 - 69.99	16.00	12.00	8.00	4.00
70 - 79.99	19.00	14.25	9.50	4.75
80 - 89.99	22.00	16.50	11.00	5.50
90 - 99.99	26.00	19.50	13.00	6.50
100 - 109.99	29.00	21.75	14.50	7.25
110 - 119.99	33.00	24.75	16.50	8.25
120 - 129.99	36.00	27.00	18.00	9.00
130 - 139.99	39.00	29.25	19.50	9.75
140 - 149.99	42.00	31.50	21.00	10.50
150 - 169.99	45.00	33.75	22.50	11.25
170 - 189.99	51.00	38.25	25.50	12.75
190 - 209.99	57.00	42.75	28.50	14.25
210 - 229.99	63.00	47.25	31.50	15.75
230 - 249.99	69.00	51.75	34.50	17.25
250 - 269.99	75.00	56.25	37.50	18.75
270 - 289.99	81.00	60.75	40.50	20.25
290 - 309.99	87.00	65.25	43.50	21.75
310 - 329.99	93.00	69.75	46.50	23.25
330 - 359.99	99.00	74.25	49.50	24.75
360 - 389.99	108.00	81.00	54.00	27.00
390 - 419.99	117.00	87.75	58.50	29.25
420 - 449.99	126.00	94.50	63.00	31.50
450 - 479.99	135.00	101.25	67.50	33.75
480 - 509.99	144.00	108.00	72.00	36.00
510 - 539.99	153.00	114.75	76.50	38.25

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twenty-Person Household

January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$530.00</u>	<u>\$398.00</u>	<u>\$265.00</u>	<u>\$133.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$ 540 - 569.99	162.00	121.50	81.00	40.50
570 - 599.99	171.00	128.25	85.50	42.75
600 - 629.99	180.00	135.00	90.00	45.00
630 - 659.99	189.00	141.75	94.50	47.25
660 - 689.99	198.00	148.50	99.00	49.50
690 - 719.99	207.00	155.25	103.50	51.75
720 - 749.99	216.00	162.00	108.00	54.00
750 - 779.99	225.00	168.75	112.50	56.25
780 - 809.99	234.00	175.50	117.00	58.50
810 - 839.99	243.00	182.25	121.50	60.75
840 - 869.99	252.00	189.00	126.00	63.00
870 - 899.99	261.00	195.75	130.50	65.25
900 - 929.99	270.00	202.50	135.00	67.50
930 - 959.99	279.00	209.25	139.50	69.75
960 - 989.99	288.00	216.00	144.00	72.00
990 - 1019.99	297.00	222.75	148.50	74.25
1020 - 1049.99	306.00	229.50	153.00	76.50
1050 - 1079.99	315.00	236.25	157.50	78.75
1080 - 1109.99	324.00	243.00	162.00	81.00
1110 - 1139.99	333.00	249.75	166.50	83.25
1140 - 1169.99	342.00	256.50	171.00	85.50
1170 - 1199.99	351.00	263.25	175.50	87.75
1200 - 1229.99	360.00	270.00	180.00	90.00
1230 - 1259.99	369.00	276.75	184.50	92.25
1260 - 1289.99	378.00	283.50	189.00	94.50
1290 - 1319.99	387.00	290.25	193.50	96.75
1320 - 1349.99	396.00	297.00	198.00	99.00
1350 - 1379.99	405.00	303.75	202.50	101.25
1380 - 1409.99	414.00	310.50	207.00	103.50
1410 - 1439.99	423.00	317.25	211.50	105.75

FOOD STAMP PROGRAM
NET INCOME BASIS OF COUPON ISSUANCE
48 States and District of Columbia
Twenty-Person Household
January 1, 1975

	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
Total Coupon Allotment	<u>\$530.00</u>	<u>\$398.00</u>	<u>\$265.00</u>	<u>\$133.00</u>

Purchase Requirement

<u>Monthly Net Income</u>	<u>Monthly</u>	<u>Three- Quarter- Monthly</u>	<u>Semi- Monthly</u>	<u>Quarter Monthly</u>
\$1440 - 1469.99	432.00	324.00	216.00	108.00
1470 - 1499.99	441.00	330.75	220.50	110.25
1500 - 1529.99	442.00	331.50	221.00	110.50
1530 - 1559.99	442.00	331.50	221.00	110.50
1560 - 1589.99	442.00	331.50	221.00	110.50
1590 - 1619.99	442.00	331.50	221.00	110.50
1620 - 1649.99	442.00	331.50	221.00	110.50
1650 - 1679.99	442.00	331.50	221.00	110.50
1680 - 1709.99	442.00	331.50	221.00	110.50
1710 - 1739.99	442.00	331.50	221.00	110.50
1740 and up	442.00	331.50	221.00	110.50

FOOD STAMP PROGRAM
Net Income Basis of Coupon Issuance
48 States and District of Columbia

For issuance to households of more than 20 persons use the following formula:

A Value of the Total Allotment. For each person in excess of 20, add \$22 to the monthly coupon allotment and \$11 to the semimonthly allotment for a 20-person household. For all three-quarter monthly and quarter monthly allotments of uneven dollar amounts, round up to the next higher whole dollar amount with no change in purchase requirements for such allotments.

B Purchase Requirement.

1 Use the purchase requirement shown for the 20-person household for households with incomes of \$1499.99 or less per month.

2 For households with monthly incomes of \$1500 or more, use the following formula:

For each \$30 worth of monthly income (or portion thereof) over \$1499.99, add \$9 to the monthly purchase requirement shown for a 20-person household with an income of \$1499.99 (or \$6.75 to the three-quarter monthly, \$4.50 to the semimonthly purchase requirement, and \$2.25 to the quarterly purchase requirement).

3 To obtain the maximum purchase requirement for households of more than 20 persons, add to the maximum purchase requirement shown for a 20-person household, \$18 monthly; \$13.50 three-quarter monthly; \$9 semi-monthly; and \$4.50 quarterly for each person over 20.

750.

ACME
BOOKBINDING CO. INC.

SEP 29 1990

100 CAMBRIDGE STREET
CHARLESTOWN, MASS.

